

**WARRIORS**



**WYOMING  
AREA  
SECONDARY  
CENTER**

2015-2016  
7 - 12 HANDBOOK FOR  
STUDENTS AND PARENTS



# **HANDBOOK**

## **for Students and Parents**

### **To the Students and Parents:**

This handbook has been prepared to aid you in benefiting from the services and opportunities available at Wyoming Area Secondary Center. In it you will find many helpful facts and statements of policy and procedure necessary for the successful operation of our school. Familiarize yourself with it and keep it handy as a reference.

The extent to which you take advantage of opportunities and abide by the policies at Wyoming Area will determine not only your present status at school, but also your future career and success. Make your family, school, and community proud of you while attaining your goal.

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# I. ACADEMIC INFORMATION

## A. ACCREDITATION

The Wyoming Area Secondary Center is accredited by the Pennsylvania Department of Education. During the month of April 1999, the Wyoming Area Secondary Center underwent a comprehensive curriculum, instruction and assessment evaluation conducted by Northeastern Educational Intermediate Unit 19.

## B. CURRICULUM

### Program of Studies

The varied curriculum of Wyoming Area is described in detail in a booklet called "Program of Studies." Students receive the booklet during the early part of January and are given an opportunity to become acquainted with the course offerings and descriptions. All courses in the program of studies are available to both boys and girls. In making curriculum decisions, students meet with their guidance counselors prior to their final selections. The curriculum consists of:

*Business Education*  
*College Preparatory*  
*Practical Arts*  
*Vocational*

### Specialized Studies

Along with the above courses of study, students may specialize in various programs that have been established to provide challenge and enrichment in particular fields:

*Accelerated Math and Science:* This program permits capable students to take more advanced courses in math and/or science. Students must maintain a minimum final grade average of 85 to remain in the program.

*Honors English and History:* The Honors Program has been established to provide more challenge and enrichment for qualified students. A student requesting placement in the program must have the approval of a parent or guardian. Student must have a standardized reading test score of 75% or better. A minimum final average of 90 in the requested honors class previous year's course and the TEACHERS recommendation.

To continue in the Honors program a student must maintain at least an 85 average in the subject area. In addition, all honors classes will be recorded as such on the participating student's high school record and college transcripts. Enrollment in the Honors Program is a prerequisite for enrollment in the Advanced Placement Program.

*Advanced Placement Program:* The Advanced Placement Program provides eligible students with the opportunity to take college-level courses in high school and receive credit for those courses upon entering college. Advanced placement courses are available in AP English, AP European History, AP American History, AP American Government &

Politics, AP Economics, AP Calculus, AP Biology, AP Chemistry, AP Physics, and AP Computer Science.

Upon completing a course, or series of courses, students are administered standardized advanced placement examinations. Students are asked to check with the colleges they are interested in to determine their advanced placement policies.

*Individualized Education Program:* Students who are identified as exceptional or gifted may be assigned special activities not ordinarily provided in the regular program. Parental approval is necessary for this program to be implemented.

*Independent Study Art and Independent Study Industrial Art:* Students may enroll in the independent study art and industrial art program if they have completed all the courses offered in the Art and Industrial Arts Departments. Students interested in these programs must fill out special application forms available in the guidance office.

*West Side Area Vocational Technical School:* Students must fill out applications to be considered for available shop openings, which are based on the quota for each participating school on the West Side.

## C. GRADING

### Report Cards

Report cards are issued 4 times during the school year. Dates are listed on the school calendar. All obligations, such as library fines, lost books, etc., must be met before the student receives his or her card. Parents are expected to examine and return the receipt properly signed within one week. If the parents have a question with any of the grades received, a parent-teacher conference should be set up with the guidance counselor.

## INTERPRETATION OF GRADES

### Numerical Grade

### Letter Grade Equivalent

100-95	A
94-90	A-
89-85	B
84-80	B-
79-75	C
74-70	C-
69-65	D
64 and below	F

**S=Satisfactory - U=Unsatisfactory - M=Medical - W=Withdrawn - I=Incomplete**

The Board approved the recommendation of the Long Range Planning Committee that parents be required to pick up report cards at school for the first and second marking periods. Approved by Board 10/27/92.

### Honor Roll

To qualify for High Honors, a student must receive a numeric grade between 93.75001 and 100. To qualify for Honors, a student must receive a numeric grade between 90 and 93.75. Any student with an incomplete on his/her report card will not be considered for the Honor Roll.

## **Deficiency Reports**

It shall be the responsibility of the school to notify parents of students doing failing work. This notification will be done midway through each marking period. Notification will be in the form of:

- (1) A deficiency report will be sent to the student's guidance counselor and mailed to the home, or
- (2) the teacher will notify the parents by phone.
- (2) Subsequent deficiencies from that same teacher during the course of the year will be sent to the guidance counselor and a parent-teacher conference will be scheduled.

## **Incomplete Policy**

A student should receive an incomplete mark only when the student is unable to complete the work because of an extended illness occurring near the end of the marking period.

If, after two weeks, the student has not completed assignments, he should receive a zero for each assignment, such as a notebook or research paper. He/she may receive a failing grade for the entire marking period, unless there are extenuating circumstances.

## **Summer School**

The Wyoming Area School District may offer a summer school program for high school students, grades 7 through 12, who failed or received an incomplete in a core subject area. It is important to note that no student will be allowed to carry two English, Math, Science and/or Social Studies courses during the school year to overcome a credit deficiency in that area.

Students must pay a tuition fee for each course up to a maximum of three courses, plus a registration fee, if applicable. Any interested student should contact their guidance counselor before the end of the school year for an authorization and approval form.

## **The Tutor Option Program**

The Tutor Option Program will be honored during the regular school year and the summer vacation for those students who have failed a course during the regular academic year. This option is acceptable when a student, because of extenuating circumstances, is unable to fulfill credit requirements through an approved alternate program (summer school, etc.).

In order for a student to gain acceptance into this program, all terms and conditions inherent in the program must be approved in writing, by the Superintendent of Schools and the High School Principal. All costs incurred are the responsibility of the student and his/her parents.

## D. COLLEGE ENTRANCE EXAMINATIONS

It is important that students check the entrance requirements of the school to which they plan to apply. This information can be found in the guidance office. The guidance counselors can furnish the necessary details, such as fees and the deadlines to sign up for these tests

**Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT):** This two-hour test is given each year in October to sophomores and juniors so that they may be better acquainted with the SAT. The test results are also used as a first step in the selection of students who may qualify for National Merit Scholarships.

**Scholastic Aptitude Test (SAT):** This test is offered four times each year at our school. It measures aptitude in English and Math and is used by most colleges as one criterion in the selection process for admission to their school. Scores are sent directly to the colleges listed by the student.

**Achievement Test:** these one-hour tests are designed to measure the level of achievement in a particular subject. Some colleges may use these test results for placement purposes or to verify the high school record of the applicant.

**American College Test (ACT):** This 3.5-hour test covers four different subject areas: English Usage, Math Usage, Social Studies, Reading and Natural Sciences Reading. Many community colleges, business schools, and southern colleges require that applicants submit ACT test scores. The test is given at King's College.

**ASVAB:** The ASVAB, sponsored by the Department of Defense (DoD), is a vocational aptitude battery consisting of ten short tests that cover the areas of General Science, Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, Numerical Operations, Mechanical Comprehension, and Electronics Information. The results of the ten individual tests are combined to provide you with three "academic" and four "occupational" composite scores. The academic composites are Verbal, Math, and Academic Ability; the occupational composites are Mechanical and Crafts, Business and Clerical, Electronics and Electrical, and Health, Social, and Technology.

## E. WYOMING AREA MIDDLE SCHOOL PROMOTION POLICY

The Promotion Policy of Wyoming Area Middle School has been developed in accordance with the Middle School philosophy and educational objectives. A student's social, physical, emotional and academic growth will be considered as guidelines in determining advancement or retention. It must be understood that a student's effort, achievement, and regular daily attendance play an important part in determining advancement or retention. Each decision in terms of advancement or retention will be an individual one, made in terms of needs and abilities of each particular student. The following regulations have been established for the purpose of determining students to be considered for advancement or retention:

1. In considering a student's advancement or retention, each of the student's teachers will make an independent recommendation that is reviewed, analyzed and



discussed by all of the student's teachers, the guidance counselor, and the administration before a final decision is reached. Attending summer school may be a requirement.

2. Students passing all subjects and attending school on a regular daily basis will be promoted to a higher grade level.
3. In order to assure continuous success in work, regular and punctual attendance at every session of school is not only important but is also expected of all students. A pattern of habitual absences from school impedes a student's growth and achievement in school and must be discouraged by both the home and school. A student's regular and punctual attendance at every session of school will be an important factor when considering the advancement or retention of a student.
4. Any student who is absent from school beyond 35 days without serious reason, as verified by a physician, will be considered for retention.
5. Any student failing two or more basic courses (English, Language Enrichment, Mathematics, Reading, Science, Social Studies), or Related Arts courses (Art, Health, Home Economics, Industrial Arts, Music, Physical Education), will be considered for retention.
6. Any student receiving an incomplete grade in any subject during the first three marking periods must make arrangements to make up the incomplete grade with the teacher issuing the incomplete grade. Unless there are extenuating circumstances, a student must make up an incomplete grade within three weeks after the end of a marking period.
7. Any student carrying an incomplete (I) in any subject fourth quarter must make sure that all work in the subject is made up before the last day of school. If an incomplete grade (I) is not made up before the last day of school, the student will be required to attend school during the summer to complete the work required to receive a grade in the subject. If any incomplete grades are not made up before the start of the next school year, the student will not be advanced to the next higher grade level.

In all cases, a final decision will be reached by the faculty, which is consistent with our Middle School philosophy and objectives. Both the student and parent will be informed of this final decision.

## **F. CLASS STANDINGS**

The following criteria will be used to establish class standings of senior high school students:

1. To be considered a sophomore, a student must have earned a minimum of 5 credits as a freshman.
2. To be considered a junior, a student must have earned a minimum of 10 credits during their freshman and sophomore years.

3. To be considered a senior, a student must have earned a minimum of 15 credits during their freshman, sophomore and junior years.

<b>9th Grade</b>	<b>10th Grade</b>	<b>11th Grade</b>
1.00 cr. English	1.00 cr. English	1.00 cr. English
1.00 cr. Social Studies	1.00 cr. Social Studies	1.00 cr. Social Studies
1.00 cr. Science	1.00 cr. Science	1.00 cr. Science
1.00 cr. Math	1.00 cr. Math	1.00 cr. Math
.20 cr. Physical Educ.	.20 cr. Physical Educ.	.20 cr. Physical Educ.
.40 cr. Health	.20 cr. Movement & Music	

A student must complete their schedules with electives in 9th, 10th, and 11th grades in order to accrue fifteen (15) credits by the end of the eleventh grade.

9th Grade - Electives to complete a minimum of 5 credits.

10th Grade - Electives to have completed 10 credits at the end of 10th grade.

11th Grade - Electives to have completed 15 credits at the end of 11th grade.

## G. GRADUATION

### Requirements

Students must earn twenty-two (22) credits and successfully complete a Senior Project to qualify for graduation from the Wyoming Area High School. Eighteen of the credits must be earned in major subjects. The requirements for graduation also include that 19.55 of the credits be earned as follows:

4 credits in English (1 each year)	1.2 credits in Health/Physical Education
4 credits in Social Studies (1 each year)	2.0 credits in Arts & Humanities
3 credits in Mathematics	Remaining credits required to
3 credits in Science	graduate will be electives

A student who does not fulfill the requirements listed here cannot participate in graduation ceremonies. Beginning with the Graduating Class of 1999, all students will be required to complete a graduation project as required by Chapter V regulations of the PA Department of Education.

Each student must pass at least five (5) credits per year to ensure fulfilling graduation requirements.

Before a student is eligible to take part in graduation ceremonies, all obligations must be fulfilled. Each school year the High School Principal will establish the date when all obligations are to be met. These obligations include, but are not limited to, the following:

- a. **Fines** of any type - book, library, etc.
- b. **Detention** -All detention requirements must be satisfied by the end of May or the student will not be allowed to participate in graduation.
- c. **Suspensions** falling on or during the day of graduation will not be allowed to take part in Graduation Exercises.
- d. **Incompletes** - No student who has an incomplete grade on his/her report card

can graduate.

- e. **Uniforms** - All uniforms must be returned to the coach, advisor, or director on a date and time set by them.

This means a student who does not fulfill all the requirements listed here cannot participate in the Graduation Ceremonies.

### **Scholastic Honors or Awards Policy**

Senior recipients of scholastic honors or awards at graduation will be determined by the cumulative averages of grades nine through twelve.

There are a number of awards and scholarships that are awarded annually to graduating students. Students are urged to contact their guidance counselors for the necessary information.

### **Honors**

These cumulative averages are required to qualify for scholastic honors.

Summa Cum Laude...93.7501 - 100  
Magna Cum Laude....90 – 93.7500  
Cum Laude.....87.5 – 89.999

## II. SCHOOL SERVICES

### A. BUS TRANSPORTATION

The school district provides transportation for students who do not live within walking distance of the school. It must be fully understood by every parent and every student that actions on a school bus that endanger the health, safety, or property of another person may lead to exclusion from the school bus.

The following regulations are in effect at all times:

1. Students must remain on the curb or on the shoulder of the road away from the bus and enter the bus in a single line.
2. The bus driver is in complete authority on the bus and is to be treated with respect at all times.
3. All students must be seated while the bus is in motion and remain seated until the bus comes to a complete stop.
4. Destruction of property, swearing, smoking, or unruly behavior is prohibited.
5. Trash is to be placed in the receptacle provided in the front of the bus.
6. Students, when exiting the bus, must stay at least 10 feet in front of the bus to cross the street.
7. Students are to go directly onto school property upon disembarking from the bus.

In the event that any of the above regulations are violated, the driver will report the violation to the principal who will arrange a conference with the parents, the pupil and the driver. The principal will determine the nature of the disciplinary action. If a suspension is deemed necessary, the parents will be responsible for the transportation of the student during the period of suspension.

### B. CAFETERIA

A hot lunch program and a “Grab-N-Go” breakfast is provided for all students.

To insure the availability of a lunch or breakfast for all students, the government provides free or reduced price to students whose family incomes are below established levels. Application forms are available in the principal’s office. These forms may be submitted at any time during the year. All information is confidential and is used purely to determine eligibility. A student who is determined eligible will receive a pin number to be entered when purchasing a meal.

A complete copy of the regulations governing the program is on file in the office of the business manager.

The school district has set the following policy guidelines concerning “*excess charging of meals*” in the food service department. Please review the following policy with your child:

1. A charge balance at any one time on paid reimbursable meals are placed at a maximum equal to that of three meals. (For example: Elementary Lunch: \$2.00 x

3 = \$6.00 max. charge. Secondary Lunch: \$2.25 x 3 = \$6.75 max. charge. And Elementary Breakfast: \$1.15 x 3 = \$3.45 max. charge and Secondary Center Breakfast: \$1.30 x 3 = \$3.90 maximum charge.)

2. As the balance “on account” is paid off, the charge policy will be available to repeat itself to the student. (Example: student pays money toward his/her charged amount, then the student is allowed to again charge a meal up to the maximum charge.)
3. Students and/or parents will be notified if a charge exists on the student’s account. Request for the money will be sent to the student’s home.
4. If a student has an excess of three meals charged to his/her account, the student will be provided with a sandwich. (Peanut Butter & Jelly or Cheese Sandwich) Although it will not be the featured meal, no student will be denied something to eat.
5. Only reimbursable meals may be charged. Other items, such as snacks or A La Carte foods, cannot be charged.
6. Parents/students may pre-pay on their food service account at any time. This is ideal for students that have difficulty in handling or misusing their lunch / breakfast money.

Please make checks payable to “WYOMING AREA FOOR SERVICE.”

Note to Parents: Please make prompt payments of any **charges as your child incurs them. You may pre-pay on your child’s food service account at any time.**

## C. HEALTH AND MEDICAL SERVICES

The health program in our school district is formulated and implemented in compliance with the guidelines and practices of the Pennsylvania Department of Education, Division of School Health. It is a vital part of the education program in that its purpose is the attainment of optimum health for all students, which will assist in their learning process and aid in attaining their educational goals.

### Emergency Cards

Parents or guardians are required to complete emergency cards with necessary information and return them to the homeroom teacher immediately. If a student has a chronic ailment, defect or handicap, the school nurse should be made aware so that correct treatment can be administered in case of an emergency. It is important that the authorization for medical treatment is signed in case the parents or guardian cannot be contacted. All information concerning the above is considered confidential. Emergency cards not properly completed and turned in within the first 5 school days will result in the student being placed in ISS until the card is returned.

### Medications

The Pennsylvania Department of Health, which dictates school policies, states, “No school nurse will dispense any medications to students at any time, except under direct order of a physician.” Parents of students who must take medication during the day are to leave the medication with the nurse at the start of the school day.

All medications, prescriptions, and non-prescriptions must be registered with the school nurse. Prescription medication requires parental written permission and the physician’s permission (the current prescription label on bottle of medication may be used for the physician permission.) Parents must sign a special medication form which can be obtained from the nurse for both prescription and non-prescription medication. Verbal permission is not acceptable. Students are not allowed to carry any medication, vitamins, or food supplement with them during the school day.

**Illness or Injury**

In case a student becomes ill or sustains an injury in school, immediate first aid will be administered. Unless the problem is very minor, the parent or guardian will be notified. The school nurse may recommend further treatment, but the final decision rests with the parents. It is also the responsibility of the parents to provide transportation if the student is not able to remain in school. Due to the number of students and the area involved, it is physically impossible to provide transportation for students during the school day. Transportation is provided in emergency situations only.

If a condition warrants a student to be in possession of medication (i.e. inhaler for asthmatics), this will be assisted and arranged by the school nurse.

**Examinations and Screenings**

Pupils will receive examinations, screenings and tests periodically according to the following schedule:

SERVICE	K or 1	2	3	4	5	6	7	8	9	10	11	12	Special Education
Physical Exam	X					X					X		As Needed
School Nurse Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Dental Exam	X		X				X						As Needed
Vision	X	X	X	X	X	X	X	X	X	X	X	X	X
Growth	X	X	X	X	X	X	X	X	X	X	X	X	X
Hearing	X	X	X				X				X		As Needed
Tuberculin Test	X								X				Age Appropriate
Scoliosis Screening						X	X						X
Health Counseling	X	X	X	X	X	X	X	X	X	X	X	X	X
School Follow Through	X	X	X	X	X	X	X	X	X	X	X	X	X

Immunizations are administered when advised by the Department of Health and approved by the school district. Parental consent is required.

**Policy for Exclusion and Re-Entry for Communicable Conditions**

For the welfare of all students and staff, certain regulations must be enforced when a communicable condition is suspected. The rules established by the School Health Department are intended to accomplish just that.

## **I. Pediculosis (Head lice and/or nits)**

- A. Any student suspected of head lice or nits will have his/her head inspected by the school nurse, who will immediately exclude the infested child from school activities.
- B. The student will then be excluded to a parent/guardian of authorized party with written instructions to eliminate the condition.
- C. After the student's hair is properly treated and *every* nit removed from the hair, the parent/guardian will notify the nurse and return to the school with the student. The nurse will inspect the hair in the presence of the parent/guardian and if the student is NIT FREE he/she will be permitted to resume school activity. If the hair is not clear, the student is again excluded for additional treatment. Procedure for re-entry will be repeated.
- D. Students will not be allowed to ride school buses until the problem is corrected. Parents are responsible to provide transportation to and from school until the condition is cleared.

## **II. All other communicable conditions**

Parents will be notified and the procedure guidelines outlined by the Pennsylvania Department of Health, Chapter 27 will be followed.

### **Assistance with Medical Problems**

The school nurse is available for conference during the regular school hours. If your child has a particular health need, contact the nurse to arrange for his/her needs.

*Hearing* - may be referred to a specialist for evaluation.

*Speech* - teachers are available to help students with speech impediments.

Bureau of Rehabilitation - at age sixteen, students with physical defects or handicaps can be referred for evaluation.

### **Insurance**

At the beginning of each school year, the school district makes available a group insurance policy at low rates for all students. One plan covers the students while in school and on the way to and from school, while the other plan offers full time coverage. Each parent or guardian is asked to read the brochure and, if interested, fill out the form, enclose the correct fee, and return it to the homeroom teacher as soon as possible. If not interested, the parent is asked to sign the pamphlet and return it to the homeroom teacher or indicate that they have seen the form.

## **D. LIBRARY SERVICES**

The library houses a wealth of information for both reference and recreation for students and teachers. Print and non-print materials are available. Print materials include

books, magazines, pamphlets, etc. Records, tape, cassettes, filmstrips, microfilm, etc. are included as non-print materials.

### **Hours**

Library hours are from 7:35am to 2:29pm during the day.

### **Passes**

All students coming to the library must have a hall pass signed and timed from their homeroom/classroom teacher. On leaving the library, the student must have the pass signed and timed by the librarian. Once in the library, no student may leave to go to the lavatory or locker.

The number of students allowed in the library will be determined by the Administration. Library schedules will be issued at the beginning of each semester.

### **Circulation**

Books circulate for a period of two weeks with the exception of reference books and reserved books. Reference books may be checked out last period or after school and returned the following morning before first period. Books placed on reserve by teachers for special assignments do not circulate. Books, except reference books, may be renewed only once.

### **Fines**

A fine of five cents (.05) a school day will be charged for all library materials (books, magazines, pamphlets) that are overdue, with the exception of reference materials for which a ten cent (.10) a day fine will be charged.

### **Lost Books**

Students are responsible for materials checked out from the library. Any materials that are damaged or lost must be replaced at original cost.

## **E. PUPIL PERSONNEL**

Pupil personnel services are always available to students and their parents. These include individual counseling services, planning individual schedules, achievement and psychological testing, providing career information, and assisting with applications for advanced education, financial aid, as well as for full-time employment.

### **Guidance Appointments**

Passes for appointments with a counselor are distributed to students during homeroom period. If the appointment is scheduled during a test or P.E., the student must inform the counselor as soon as possible.

Although counselors arrange for periodic visitations, students or parents may request an appointment at any time. Students should go to their counselor's office before



homeroom or during a study hall to obtain a pass. If the counselor is not available, the student should check with the guidance secretary.

It is important that students be on time for their appointments.

## **Individual Counseling**

The counseling service offers students an opportunity to discuss freely any subject of concern in a confidential setting. This may include uncertainty about academic plans and career goals or concerns of a more personal nature. The counselor may review past academic performance or discuss ways to overcome a deficiency in one or more subjects. Referrals are also made for intellectual or psychological evaluation when appropriate.

## **Student Schedules**

In January, Program of Studies booklets are issued so that students may plan and discuss with their parents a schedule for the following school year. The counselor will review each student's schedule so that it will satisfy academic requirements as well as personal needs and goals. Any appropriate change that is necessary must be made within two weeks after receiving the schedule.

## **Gifted Program**

Students and/or their parents may request screening for the Gifted Program. Students with an I.Q. of 130 or higher are retested individually to verify their scores. Recommendations of their teachers and the approval of both parents and student are necessary for those who qualify. Students in the program may request an Individualized Education Plan (I.E.P.) in any scheduled subject. Seniors in the Gifted Program may enroll in freshman courses offered at area colleges.

## **Career Information**

Educational, career, and occupational information are made available to students through career speakers, college nights, financial aid night, the visitation of post-secondary school and armed services representatives, and through a computer-assisted career package. Information concerning the filing of grant applications and scholarship forms are discussed with interested seniors both individually and at a special assembly.

## **Transcripts**

Students may request copies of their high school transcripts to be sent to schools of higher education or potential employers. A completed application must be submitted to their counselor along with a permission form for the release of records and the appropriate fee. Requests must be accompanied by a stamped, business-size envelope.

## **Permanent Records**

Counselors maintain a complete record of each student while attending Wyoming Area. This cumulative record includes subjects and grades, class rank, attendance and tardiness, school activities, and standardized test scores. Business firms, employers, other schools, and even the courts make requests for this information. The Right of Privacy Act prohibits the release of student records without the written permission of the student and/or parent.

## **F. STUDENT ASSISTANCE PROGRAM**

The Pro Team is a tool to identify and help students who are experiencing physical, social, or emotional problems that are a detriment to their success in school and to themselves as people. The program is designed to be an intervention, not a treatment or a cure. This program provides a means for teachers and school staff to assist students through difficult times.

The Team is designed to function as follows:

- 1) Recognize students with problems.
- 2) Refer students to appropriate agencies.
- 3) Provide a line of communications between parents, students and teachers.
- 4) Ensure the appropriate policies of the Wyoming Area School District are followed.
- 5) Help promote an environment where students in crisis are at a minimum and are able to reach their fullest potential.
- 6) Provide support and advice through counseling and support groups.

The team is available to all students and parents upon request. Referrals can be made by parents, friends, the student themselves, and other school personnel. All information is held strictly confidential.

## **G. PHYSICAL EDUCATION CLASS AND REGULATIONS - GRADES 9-12**

### **1. INCOMPLETE POLICY**

- A. A student will receive an "I" for a marking period for the following reasons:
  1. Misses 50% of the physical education classes.
  2. Does not fulfill the requirements necessary for a regular grade.
  3. Three (3) unprepared classes will constitute an incomplete grade for that quarter.
- B. Students must make-up the incomplete grade during the marking period following the "Incomplete". They will attend make-up classes from 7:30am to 8:00am for an allotted time period. Failure to make-up the class during this time period will necessitate a make-up in summer school. A student is allowed to make-up an incomplete after each marking period. Seniors must complete all requirements for the course before graduation. Uncooperative behavior of the student during the regular make-up process or failure to receive a passing grade will result in the cessation of all make-up work for the year. Any failures or incompletes that

remain on a student's report card at the end of a school year must be made-up in summer school at the student's expense.

If you cannot participate in make-up classes due to medical reasons, you must then attend summer school.

All incomplete grades must be made-up before a full grade is placed on a student's report card.

## **2. ABSENTEEISM POLICY:**

Students who have had a lengthy illness or surgery should bring in a medical excuse to the nurse who will contact the instructor. The P.E. teacher will provide an adaptive physical education assignment.

## **3. DRESS POLICY:**

- A. You must be prepared for physical education on the day of your scheduled class – NO MATTER WHAT!
- B. You must change to proper attire. Do not use the same clothing you wear to school.
- C. No tank tops, jean shorts, or pajama pants.

## **4. SHOWER POLICY:**

Showers are considered a necessary part of our Health and Physical Education Program.

WE RECOMMEND THAT ALL STUDENTS SHOWER  
AFTER CLASS FOR HYGIENIC AND SOCIAL REASONS.

## **5. INSURANCE POLICY:**

It is advisable that all students participating in physical education activities be covered by insurance.

## **6. PHYSICAL EDUCATION ADAPTED POLICY:**

All students obtaining medical excuses must adhere to the school adapted Physical Education Program.

## **7. MISCELLANEOUS:**

- A. Students are advised that the school is not responsible for broken eyeglasses

and should take the necessary precautions to protect against injury and broken glasses.

- B. Students are advised that the school is not responsible for lost or stolen money and/or valuables. Always lock your valuables in your locker or leave such items with your physical education instructor.
- C. Gum chewing is not allowed during physical education classes.
- D. NO JEWELRY IS TO BE WORN DURING CLASSES.
- E. If you get hurt, report it immediately to your instructor or to the physical education office — don't wait.
- F. "SKIPPING" CLASS WILL RESULT IN GETTING TWO ZERO'S.
- G. PHYSICAL DAMAGE TO P.E. EQUIPMENT WILL RESULT IN DISCIPLINARY ACTION.
- H. No student is excused from P.E. to make-up work for another class, to take a test, or to go to guidance.
- I. STUDENTS ARE NOT TO OPEN ANY DOORS IN THE GYM AREA FOR ANY REASON. THIS IS FOR SECURITY REASONS.

### **III. SCHOOL PROCEDURES**

#### **A. ACCIDENTS OR ILLNESS**

Any student who receives an injury or does not feel well should ask for a pass and report directly to the nurse's office. Students should not go to the lavatory if ill or injured, nor should students call a parent or guardian to come for them without the nurse's permission.

The school nurse is authorized to administer emergency treatment and first aid, but is not allowed by law to dispense any medication unless under direct order of a physician.

If a student is to receive medication during school hours, the medication must be delivered to the school by the parent or guardian. Prescription medication must be brought to school in their original containers, with the prescription labeled from a pharmacist or a physician.

Non-prescription medication must be in a proper sealed container with the child's name, the dosage and time the medication is to be administered, and written consent from the child's parents. All medication must be delivered to the principal's office or the nurse's office.

If it is necessary for a student to go home or if a student needs to be treated by a physician, the nurse will contact a parent or guardian and the following guidelines will be in effect:

1. An emergency card must be on file for every student in a building. It is the parent's responsibility to update the information on the card if necessary. If no such card is on file and condition is not serious the student must remain in school until regular dismissal time.

2. Only authorized persons designated by parent/guardian on the emergency card will be called when parents cannot be contacted if it is necessary to exclude the student from school activities.

3. No student who is ill will be permitted to walk or drive home unless the parent/guardian sends written permission to do so. This permission will be granted only after the parent/guardian is contacted by phone and at the discretion of the school nurse or designated person excusing the student.

4. Parents or designated persons must enter the school building to sign out ill students when they are excluded.

5. When permission for dismissal has been obtained, the nurse will write a pass for the student to hand in at the principal's office.

6. Students who are sent home ill may not return for extra-curricular activities that day, including athletic events and practices.

7. Students not following procedure will be considered insubordinate.

#### **B. ANNOUNCEMENTS**

## **Bulletin Boards**

Bulletin boards are located throughout the building. Any student who wishes to place an announcement or a poster on a bulletin board must first submit it to the principal's office for approval. It is the student's responsibility to remove the notice once the event has taken place.

## **C. ATTENDANCE**

### **Purpose**

The Board of Education requires that school-aged pupils enrolled in the schools of this district attend regularly in accordance with the laws of the State.

Regular attendance is prerequisite for educating the children of the Commonwealth. Curricula are planned and courses are taught as a progression of learning activities and ideas, with each day's work building on work previously done. When children are absent, they miss one or more steps in the learning hierarchy. Absent children cannot be taught.

### **Compulsory Attendance**

Students are required by Pennsylvania State Law to attend school until the age of 17. By law, the following reasons for absence are considered excused: (School Code 1304 & 1326)

1. Illness of student
2. Death in immediate family
3. Quarantine
4. Exceptionally urgent reasons which affect the child

All other reasons are considered unexcused.

### **Absences**

The following procedure should be followed in case of absence:

1. Each student, after an absence, must present to his/her homeroom teacher a dated excuse signed by the parent/guardian or doctor on the day he/she returns to school.
2. If a student forgets the excuse, the homeroom teacher will give the student a second day to present the excuse.

### **Absence Due to Appointments**

Students who have a doctor's or dentist's appointment shall not be marked absent if the student is less than half day absent and presents a verification of appointment by a doctor or dentist as to the time and date of the appointment. If the appointment extends longer than half a day, the student will then be marked accordingly.

### **Truancy**

Students who are absent from school without the knowledge and approval of their parents are considered truant. Unexcused absences and truancy are never approved or condoned by the school. Proper measures will always be taken to curb truancy. Truancy will result in legal action that may result in a fine, jail term, or both. (School code 1318 and 1319)

(**Note:** Exeter has a daytime curfew for students when school is in session. Violation of this ordinance results in progressive fines of \$50, \$100, and \$300.)

### **Chronic Absenteeism**

1. Students who accumulate three (3) unexcused absences will have their parents notified by registered letter from the Home and School Visitor.
2. If, after such notice, another violation occurs, the student and his/her parents will be arraigned before the magistrate by the Home and School Visitor.
3. When a student's absenteeism exceeds fifteen (15) days due to illness, a physician's certification is necessary confirming a chronic problem.
4. The Home and School Visitor shall notify the school administration in writing when any of the above conditions arise.
5. A student whose absences exceed 35 will receive automatic course failure. Cases with extenuating circumstances will be reviewed by an administrative review board for final determination.
6. Non-attendance of class because of participation in a school-sponsored activity shall not be considered as a class absence. To be considered a school-sponsored activity, the activity must have the principal's approval. School sponsored activities will be listed in the daily bulletin.

### **Suspension from Co-Curricular or Extra-Curricular Activities**

Any student unlawfully absent from a school day or any part thereof will not be allowed to participate in any extra curricular activities conducted that day.

### **Excused Absence**

1. The School Laws of Pennsylvania permit the absence of pupils for the following reasons: illness of pupil, death in the immediate family, quarantine, exceptional urgent reasons, and court appearances.

2. The term "exceptional urgent reasons" shall include inclement weather when it is impossible or dangerous for the pupil to attend school, but shall not be construed to include domestic service, babysitting, trips, or similar activities.

### **Unexcused Unlawful Absence Includes the Following (School code 1354 & 1333)**

1. Absence from school with parents' consent, for reasons other than those considered excusable.

2. Leaving school during school hours and going directly home without office permission.

Students who have excused or unexcused absences shall be given an opportunity to make-up missed work if prior approval is requested by the parent(s).

### **Attendance and Tardiness**

1. Students are not to be counted tardy whenever a bus arrives late.
2. Students who miss their bus should be counted tardy and/or absent the same as non-bus students, when it is reasonably on schedule.
3. Bus students who have been suspended from riding the bus and who have not reported to school for reasons other than illness will be marked illegally absent.

### **Tardiness**

Any student arriving at school after homeroom period is to report to the Principal's Office to sign in late and fill out an admission slip to class. The admission slip must be presented to the first classroom teacher to whom the student reports. Chronic unexcused tardiness cannot and will not be condoned. Classroom teachers will notify counselors if they detect any chronic attendance problems. A student who is late for school more than six times per semester shall receive one detention for every tardy after the initial six tardies. Skipping detention will result in one day of in school suspension for every skipped detention. Continued tardiness may result in the loss of extracurricular activities or any appropriate action deemed necessary by the administration.

### **Parental Notification**

It shall be the responsibility of the attendance officer to notify parents in writing when it is believed that student attendance and/or truancy is negatively influencing the success of students in the programs of the school.

### **Detention**

Detention hours are 2:35pm to 3:05pm everyday.  
Each detention period is 30 minutes in length.

### **Early Dismissal**

Any student who must leave early for a legitimate reason, such as a doctor or dentist appointment or a college interview, should bring an excuse to the Attendance Office the day before the appointment. The excuse should include a signature and phone number of the parent or guardian and/or doctor. Any or all appointments may be verified by the Attendance Officer.

The student will be issued a pass that must be turned in to the teacher of the last class attended that day. Before leaving the building, the student must sign out in the Principal's Office.

If the appointment extends to a half-day or longer, the student will be marked absent accordingly.



## **Prolonged Absences/Assignments**

Any student who is absent should call the Homework Hotline. If the absence will extend one to three weeks, the parent or guardian should contact the Principal's Office so that arrangements can be made with teachers to send assignments home.

If it is known that the student may be absent three weeks or more, the parent should contact the Principal's Office as soon as possible to arrange for homebound instruction. A doctor's excuse will be required in case of prolonged absences because of illness or injury.

## **D. FIRE DRILLS**

In compliance with Section 1517, School Laws of Pennsylvania, fire drill instructions are posted on the front wall of every classroom. The following procedure is to be followed during fire drills:

1. All students shall walk quietly and rapidly, on the right side of all corridors, keeping the center open, to the nearest designated fire exit. Fire doors are to be held open by the first student in line until all have passed.
2. All classroom windows and doors are to be closed and all lights turned off.
3. Teachers are to accompany their groups outdoors. Once outside, the groups shall move to a safe distance from the building.
4. The teachers will then take roll to account for every student under his or her supervision.
5. When the signal is given, all teachers and students will return promptly to their classrooms.

## **E. INSTRUMENTAL MUSIC LESSONS**

One of the class periods is scheduled for small group instruction on the same day each week during rotating periods.

At the beginning of the year, each band student will present this rotating schedule to his or her classroom and study hall teachers. The student will present a music pass to the teacher before reporting to his/her lesson.

It is the student's responsibility to make up the class work missed. If the teacher has scheduled a major test during one of these lessons, the student must report for the test. Teachers should not ask students to remain in their regular classes for quizzes, reviews, labs, or make-up-tests when scheduled for a music lesson.

## **F. SCHOOL CLOSINGS OR DELAYS**

### **Cancellation**

The decision to cancel school is generally made by 6:30am. This decision will be announced on radio stations WARM – 590 AM, WEJL – 630 AM (during the news every half hour, also about 20 after and 10 before the hour), WNAK – 730 AM, WGBI – 910 AM and 101.3 FM, WILK - 980 AM (during the news at 25 after and 5 before the hour, also 10 after and 20 before the hour), WBAX - 1240 AM, WARD - 1540 AM, WMJW -

92.1 FM, WYZZ - 92.9 FM (every half hour), WKRZ - 98.5 FM, and also WNEP - TV 16 and WBRE – TV 28 (at 6:30am). Do not call the school or the radio or TV stations.

Days lost because of closings may be made up later during the school year.

### **Delayed Opening**

The decision to delay school is generally made by 6:30am.

If there is a one-hour delay, homeroom will begin at 8:45am for grades 7-12.

If there is a two-hour delay, homeroom will begin at 9:45am for grades 7-12.

### **Early Dismissal**

When school is dismissed early because of impending or adverse weather, the decision is made based on conditions involving buses in the more remote areas within the district. Dismissal usually takes place at 11:02am for grades 7-12.

The decision to dismiss early is made at 10:45am and is announced on the same radio and TV stations as listed above.

## **G. STUDENT PARKING**

1. Student parking is by PERMIT ONLY. The parking privilege is administered through the Principal's Office, where applications may be obtained.
2. Students may not use their cars at any time during the school day without the consent of both the high school principal and the parents.
3. Upon arrival at school, students should leave their cars promptly and enter the school building. Students may not stay in their cars or leave the school grounds before school begins.
4. Students who drive to school must obey all safe driving laws, in particular on Memorial Street and on Penn Avenue in front of J.F.K. Elementary School. The speed limit in a school zone while students are entering or leaving school is 15 MPH. In the parking lot the maximum speed is 15 MPH.
5. Any abuse of the above regulations will be cause for suspension of the parking privilege.
6. Excessive tardiness may result in revoking parking privileges.

## **H. USE OF THE BUILDING**

Any student organization or club activity that wishes to use any part of the high school building after regular school hours must request permission from the principal at least one day in advance.

Parent groups associated with a school organization that wish to use a room in the building for a meeting must submit a letter to the school board at least one week in advance of a board meeting.

# **I. VISITORS**

In order to protect the students, staff, and property of the school district, the following regulations involving visitors are in effect:

1. All visitations must be for business or educational purposes only. During school hours, no social visitations are authorized.
2. Upon entering the high school building, all visitors must report directly to the reception desk and sign the visitor's log.
3. A visitor's pass will be issued at the discretion of the principal. No one other than school district staff, administration, or registered Wyoming Area students, is permitted in any area of the building without a pass.
4. Before leaving the building, visitors shall return the visitor's pass to the reception desk and sign out.
5. Any person or representative of any organization willfully violating any of these regulations may be prosecuted.

# **J. COMPUTER ACCEPTABLE USE POLICY FOR COMPUTING AND INTERNET ACCESS**

## **Computer System/Network Acceptable Use Policy**

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and guidelines below will result in the revocation of the user accounts. The Wyoming Area School District Administration (WASDA) is delegated the authority to determine inappropriate use and can deny, revoke, suspend or close any user account at any time for unacceptable use by the account holder.

Unacceptable uses of the computer include, but are not limited to:

1. Applying for a user ID under false pretenses.
2. Sharing your user ID with any other person (If you do share your user ID with another person, you will be solely responsible for the actions of the other person.).
3. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent.
4. Attempts to evade or change resource quotas.
5. Continued disruption of other users through mass consumption of system resources after receipt of a request to cease such activity.

6. Use of facilities and/or resources for commercial purposes.
7. Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
8. Copying programs not licensed to the WASD onto WASD computers and/or the network system, without the express written consent of the WASD.
9. Copying programs licensed to the WASD without express written consent.
10. Physical abuse of computer equipment (removal of mouse balls, boot disks, keyboard keys, etc.).
11. Student usage of disks that are not school-issued is prohibited.

Whenever you send electronic mail (e-mail), your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID.

Therefore:

1. Use e-mail appropriately. E-mail is not guaranteed to be private. WASDA does have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
2. Forgery (or attempted forgery) of e-mail is prohibited.
3. Attempts to read, delete, copy, or modify the e-mail of other users are prohibited.
4. Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters are prohibited.
5. Never reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.

The WASDS reserves the right to review any material in user accounts and e-mail. The WASD makes no warranties with respect to the WASD network service, and it specifically assumes no responsibility for:

1. The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice.
2. Any costs, liability or damages caused by the way the student chooses to use District network access.
3. Any consequences or service interruptions or changes, even if these disruptions arise from circumstances under the control of the District.

The signature(s) on the consent form is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## **IV. STUDENT RIGHTS AND RESPONSIBILITIES**

All individuals living in our society are governed by rules that serve to smooth the process of working together in order to reach certain goals. In our high school setting, such rules are defined by policies or codes so that there is respect for each other's rights. Wyoming Area School District guarantees the student's right to an education and the teacher's right to teach without any unwarranted interferences by a student.

In no way can a student's actions be disruptive to the process of education or endanger the health and safety of others. Administrators, teachers and counselors have the responsibility of regulating students' behavior so as to maintain the order necessary for learning to take place and to protect the rights of other students.

### **A. STUDENT RIGHTS**

The following student rights are guaranteed in the Pennsylvania School Code:

1. All persons between the ages of six (6) and twenty-one (21) years have the right to a free and full education. No student may be denied this right on account of race, religion, sex, or national origin.
2. Students are free to establish and are encouraged to participate in a student government that provides all students a voice in school affairs through a representative system. Student government should represent the interests of the students in the formulation of school policies in a cooperative effort with the school faculty and administration.
3. It is the right of any student to question, examine, and debate any issue relating to the world community or the functions of the school, such as discipline, scheduling, or school policy. Every student has the right to expect a direct and reasonable answer to the question raised as long as they ask in a clear and respectful manner at the proper time and place.
4. Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, is obscene, or interferes with another's individual rights.
5. Any group of students that has an approved sponsor should be permitted to establish an organization that may make use of school facilities. These organizations should not advocate or be formed for illegal purposes, nor may they discriminate against applicants for any reason.
6. The wearing of buttons, badges, or T-shirts bearing slogans or sayings shall not be permitted if the message is obscene, libelous, or incites students to create unlawful acts.

## **B. STUDENT RESPONSIBILITIES**

The following students responsibilities are stated in the Pennsylvania School Code.

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others. Students must obey laws governing libel and obscenity and be aware of the full meaning of their expression. They must also be aware of the feelings and opinions of others and give others a fair opportunity to express their views.
4. It is the responsibility of the students to be aware of all school rules and regulations for the student behavior and conduct themselves accordingly. This also applies to all state and local laws. Students should assume that until a rule is waived, altered, or repealed, it is in full effect.
5. Students should assist the school staff in operating a safe school by exercising proper care when using public facilities and equipment. Students should be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
6. Students have the responsibility to keep themselves, their clothes, and their hair clean. Students should dress and groom themselves so as to meet fair standards of safety and health. Extreme or unusual clothing, jewelry, or hairdo, which calls undue attention to the wearer, is considered a disruption to the educational process.
7. It is the responsibility of each student to attend school daily, except when excused, and to be on time for all classes and other school functions. The student should make all necessary arrangements for making up work when absent from school.
8. Students should pursue and attempt to complete satisfactorily the course of study prescribed by state and local authorities.
9. No student should bring large amounts of money, jewelry or valuables to school. The school district is not responsible for lost or stolen valuables.

**SIGN, DETACH, & RETURN TO YOUR HOMEROOM TEACHER**

## WYOMING AREA SCHOOL DISTRICT

Wyoming Area School District is committed to the Protection of the Health, Safety, and Welfare of its students, employees, visitors and guests, school district property, and to the educational process. With this in mind, the Wyoming Area School District reserves the right to search any and all vehicles, persons, and personal effects while on school district property. No expectation of privacy should be realized while on school grounds or using school facilities.

Motor vehicle searches will be conducted to assure that there is no item or items such as illegal drugs, alcohol, drug paraphernalia, incendiary devices, weapons, explosive devices, and/or anything that may endanger the health, safety, and welfare of school district students, employees, visitors, guests, school district property, and the educational process.

Entering onto school district property is deemed consent to an inspection of any and all persons, vehicles, and personal effects at any time that are located on school district property.

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### VERIFICATION FORM:

I HAVE READ AND/OR HAD READ TO ME THE WYOMING AREA SCHOOL DISTRICT POLICY ON SEARCH. I UNDERSTAND THE POLICY IN ITS ENTIRETY.

\_\_\_\_\_ (STUDENT SIGNATURE)

\_\_\_\_\_ (DATE)

**SIGN, DETACH, & RETURN TO YOUR HOMEROOM TEACHER**

**WYOMING AREA SCHOOL DISTRICT  
SEARCH PROCEDURES**

Wyoming Area School District is committed to the Protection of the Health, Safety, and Welfare of its students, employees, school district property, and to the educational process. With this in mind, the Wyoming Area School District reserves the right to search students and visitors upon entering and/or while on school district property. No expectation of privacy should be realized while on school grounds or using school facilities.

Searches will be conducted of lockers, desks, school district-owned and/or contracted buses, on any and all motor vehicles (regardless of ownership), & any other item or items on or about any person including, but not limited to , personal effects such as purses, handbags, backpacks, gym bags, and the like that could be used to conceal illegal drugs, weapons, explosive devices, alcohol, drug paraphernalia, cigarettes, electronic cigarettes, incendiary devices, or anything that could endanger the health, safety, and welfare of students, employees, visitors, others, or the educational process.

This policy also applies to Wyoming Area students at all Wyoming Area School District-sponsored activities, regardless of where the event is held.

Entering onto school district property is deemed consent to an inspection of persons vehicles and personal effects at any time..

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**VERIFICATION FORM:**

I HAVE READ AND/OR HAD READ TO ME THE WYOMING AREA SCHOOL DISTRICT POLICY ON SEARCH. I UNDERSTAND THE POLICY.

\_\_\_\_\_ (STUDENT SIGNATURE)

\_\_\_\_\_ (DATE)



**SIGN, DETACH, & RETURN TO YOUR HOMEROOM TEACHER**

**PUBLIC RELATIONS**

**PLEASE SIGN AND RETURN TO SCHOOL**

WE ARE PROUD OF THE ACCOMPLISHMENTS OF OUR STUDENTS. AT VARIOUS TIMES THROUGHOUT THE YEAR, WE WILL PHOTOGRAPH OR VIDEOTAPE OUR STUDENTS ACTIVITIES FOR NEWS RELEASE, OUR WEBSITE OR OTHER PUBLICITY.

I \_\_\_\_\_ GRANT PERMISSION FOR MY CHILD TO BE PHOTOGRAPHED, VIDEOTAPE, ETC. TO BE USED IN PUBLICITY ASSOCIATED WITH SCHOOL ACTIVITIES.

I \_\_\_\_\_ DO NOT GRANT PERMISSION FOR MY CHILD TO BE PHOTOGRAPHED, VIDEOTAPE, ETC.

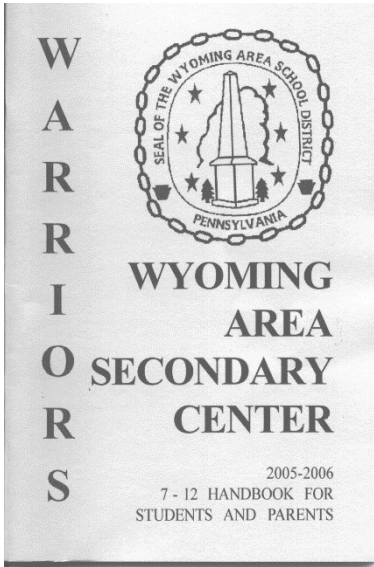
STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

**SIGN, DETACH, & RETURN TO YOUR HOMEROOM TEACHER**



**HANDBOOK**  
for Students  
and Parents  
2014-2015  
School Year

I have received, read and understand the facts and statements of policy and procedure as found in the Wyoming Area Secondary Center Handbook for Students and Parents.

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SIGNATURE OF STUDENT

---

DATE

---

SIGNATURE OF PARENT/GUARDIAN

---

DATE

## **C. SCHOOL GUIDELINES ON STUDENT BEHAVIOR**

In accordance with the Pennsylvania School Code, the school board has the authority to adopt reasonable and necessary rules governing the conduct of its students in order to carry out the orderly operation of the school. All students are expected to adhere to the following guidelines:

### **Assemblies**

Students should enter the auditorium quietly and occupy the seats designated by the teacher. It is important for each student to extend courtesy and attention to the participants involved in the presentation of the assembly program.

### **Cafeteria**

1. Students are expected to exhibit good manners and courtesy both while waiting in the cafeteria line and while eating lunch. Unruly conduct, shouting, or rowdiness will not be tolerated.
2. All food or drink must be consumed inside the cafeteria. No food, soda, or milk cartons may be taken into the halls or outdoors.
3. Upon the conclusion of lunch, each student is responsible for clearing his or her area of trays, dishes, and utensils. Trash must be disposed of properly in the large containers and the cafeteria dishes piled carefully in the dishwashing window.
4. No student may leave the school grounds during the lunch period. Students must remain in the cafeteria until dismissed. Students may use the lavatories in this area only.
5. No one may go to the upper floor or to the main lobby area without an authorized pass until 6 minutes before the end of the lunch period.

### **Classes and Study Halls**

Students must enter their classroom before the late bell rings. Any student who has been detained by a faculty member should request a written pass to present to the next period teacher.

It is the student's responsibility to be prepared for each class or study hall by having the proper books, notebooks, or other equipment. Students may not have or wear coats, hats, scarves, etc. in the school building.

Talking, interrupting, or walking to the sharpener without permission are not only distracting but rude and discourteous. Students in shop, home economics, or physical education classes must avoid any rowdiness or horseplay in order to prevent accidents.

Study halls are scheduled so that a student may have the time while in school to study, use the library, or to complete make-up work or tests. Study halls are not intended as free time to converse with other students. Talking will distract those who must concentrate on their work. Students who may have their assignments complete are encouraged to occupy their time constructively by reading a book or periodical.

No student is allowed to leave a study to visit another teacher unless they have obtained a written pass from that teacher before the study period begins.

## **Extracurricular Activities**

During athletic events, visiting teams and their fans are considered guests of the home team and should be treated as such. Decisions of the officials are to be abided by even though they may seem unfair. The practice of “booing” or “name-calling” is discourteous and unsportsman-like. The student spectator represents his or her school the same as the athlete. Any spectator who exhibits poor sportsmanship may be asked to leave and requested not to attend future events.

In other extracurricular activities, members have a responsibility to attend all meetings and to be on time. Any student not able to attend a meeting or scheduled event should contact the advisor to explain the reason. During club meetings, students should exhibit the same courtesy that is expected during a class, whether the meeting is conducted by the advisor or the club officers. All members must abide by the rules of the organization and the decision of the advisor.

When visiting other schools or working in or out of the community, extracurricular groups must behave in such a way as to bring honor to our school.

## **Halls**

No student may be in the halls while classes are in session without an authorized pass indicating the time and destination. Upon returning, the student should return the pass to the teacher. Hall, library, lavatory, or guidance passes are to be used only for their intended purpose and not as a means of using the phone or meeting with friends. Wyoming Area Secondary Center is an educational institution. Students should not hold hands in the halls or display affection in any way. Also there is to be absolutely no running in the halls at any time or congregating in groups so as to block traffic.

## **Library**

The Library is available as a place to borrow books or to use periodicals and reference materials. Conversation is not allowed in the library. Students are expected to work on assignments by themselves. If students need to work together on a special project, they should obtain a pass from their classroom teacher and present it to the librarian. Students who abuse the privilege of using the library will be asked to return to their study hall.

## **Lockers**

Students may use their assigned lockers before homeroom, before and after lunch, and at dismissal time. At any other time, the student must have an authorized locker pass. Students are not to use their locker between classes since this prevents the smooth passage of students in the halls.

School lockers are the property of the school district. A locker is loaned to each student for his or her convenience. The school extends the privilege of locker use to students for legitimate purposes only. School authorities or officials authorized by the principal may search the student’s locker without prior warning in seeking contraband or illegal materials. School authorities are charged with the safety of all students under their supervision because of the doctrine “in loco parentis.” Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

When a student’s locker is being searched, the student shall be notified and given an opportunity to be present. Because of the possibility of serious charges involved in a locker search, students should not allow other students to use their locker or to give out their

locker combination without permission from the principal. Blanket searches of every locker are not permitted except for an emergency.

The interior of the locker may be decorated in a manner of good taste and in such a way that no damage can result. At the end of the school year, students must clean out their assigned lockers and remove all pictures, tape, etc.

In Physical Education Classes, **it is strongly advised that valuables not be left in the gym lockers. Deposit valuables with the instructor.**

## School Property

Property belonging to the school district is purchased with federal, state, and local taxes. Money used to repair damaged property will add to the amount needed for general maintenance. Students can help to keep this amount at a minimum by their care and cooperation.

All books issued to the student should be kept covered and free from writing or other damage. Students should not write on or scratch desk surfaces. Any equipment or uniforms issued to students involved in extracurricular activities must be taken care of and returned to the advisor so they may continue to be used the following year.

Students are also responsible for their assigned lockers. They should not be damaged or defaced in any way. At the end of the school year, each student must empty the locker of all belongings and remove any tape or stickers inside.

Lavatories are cleaned each school day. Students using these facilities should maintain their cleanliness for health and sanitary reasons. Paper towels, litter, etc. must not be left in sinks or on the floors. There should be no writing on walls or doors.

To keep our school grounds an attractive part of the community, students should not walk on the grass or damage the flowers or bushes.

Any student who has caused damage to a book, equipment, locker, uniform, or other school property will be charged for its repair or replacement.

## Student Dress Guidelines

The Board, in order to reduce disruption of the educational process and the risk of potential health and safety hazards, directs the staff and administration to enforce the following student dress guidelines:

1. These shall be no clothing worn depicting the following
  - a. Drug, alcohol or tobacco messages.
  - b. Messages with implications of a sexual nature.
  - c. No clothing or insignia related to racist or hate groups.
  - d. Clothing depicting violence.
2. Consistent with the current weapons policy, there shall be no chains worn, other than those designed as jewelry.
3. All clothing shall be worn as designed. Specifically, pants, slacks, and shorts shall be worn with the belt line at the waist. Additionally, pants and slacks shall be worn so as not to extend over the heel of the shoe.
4. ***BODY PIERCING*** - *For the overall well-being and safety of our students, jewelry which involves piercing is allowed only in the ears. ALL other body piercing must be removed before entering the school.*
5. Hair coloring of a fluorescent or non-typical color shall not be permitted.
6. *No half-shirts, cut-off shirts, sleeveless shirts, shirts with revealing necklines, or any clothing that reveals a midriff on any student.*

7. No gym shorts, boxer shorts, short-shorts, sweat shorts, or any kind of shorts that are not to mid-thigh.
8. **No dresses or skirts that are not to mid-thigh.**
9. No **SPANDEX** or **YOGA** pants of any kind.
10. ***No cut-up jeans, cut-off jeans, cutout jeans, ripped or torn jeans, pajama bottoms, cut-off sweats, or any type of cut-off apparel, regardless of length, including those purchased as torn.***
11. No sunglasses, hats, bandanas, or caps of any type are to be worn inside the building. Sunglasses may be worn only for medical reasons.
12. Coats and jackets are to be stored in lockers and not worn in school.
13. Out of respect to fellow students and faculty, all students are required to maintain their personal hygiene.

**IF IN DOUBT, DON'T WEAR IT TO SCHOOL!**

The administration of the Wyoming Area Secondary Center *shall suspend any and all pupils who shall persist in disregarding any of the guidelines listed above,* and such suspension shall continue until such time as the student presents himself for readmission to class, having corrected and given assurances that he/she will not repeat the conditions of dress or personal appearances which were the cause of the suspension.

# V. CODE OF CONDUCT

## Offenses and Consequences

\*The following is a GUIDELINE, but modifications in the consequences can be made at the discretion of the administration.

<b>LEVEL I</b> - Student's misbehavior which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by the individual teacher, but sometimes require the intervention of the school administrator.				
<b>EXAMPLES OF OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>MISCONDUCT</b>				
Eating or drinking outside of Cafeteria	Warning	1 BAP	2 BAPs	1 ISS
Library Misconduct	Library privileges denied for 2 weeks	Library privileges denied for 3 weeks	Library privileges denied until reinstated by administration	Library privileges denied for the year
Cafeteria Misconduct	ISS / OSS			
Class Misconduct / Insubordination / Substitute Report Referral / General Inappropriate Behavior	ISS / parental contact by teacher	ISS / parental contact by teacher	OSS / counselor contact at administrative discretion	OSS / possible removal from class with withdrawal failing grade or alternative school placement
Parking in Unauthorized Areas on School Property	Privilege Revoked			
Study Hall / Hallway Misconduct	1-3 Detentions		ISS	OSS / possible removal from class with withdrawal failing grade or alternative school placement
<b>PASS VIOLATIONS</b>				
Pass Violation / Hall Wandering	Warning	ISS	ISS / loss of pass privileges for 1 marking period	OSSs / loss of pass privileges for 1 marking period
Gambling	Warning / confiscation of materials / parental contact	OSS	OSS	OSS

## **Offenses and Consequences**

\*The following is a GUIDELINE, but modifications in the consequences can be made at the discretion of the administration.

<b>LEVEL II</b> - Infractions that tend to disrupt the learning climate because of their seriousness. These infractions require the intervention of administrative personnel. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action. Some of these actions may require a referral to the legal authorities.				
<b>EXAMPLES OF OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>CUTTING CLASS</b>				
Leaving School w/out Permission	1 ISS / recorded as unlawful absence / truancy	2 ISS / recorded as unlawful absence / truancy	3 OSS / recorded as unlawful absence / truancy	3-10 OSS / recorded as unlawful absence / truancy
Detention Cut	1 additional detention / ISS	Make up detentions / ISS		
Class Cut / Leaving w/o Permission	ISS / recorded as unlawful absence / truancy	ISS / recorded as unlawful absence / truancy	OSS / recorded as unlawful absence / truancy	OSS
<b>VEHICULAR VIOLATIONS</b>				
<b>UNREGISTERED VEHICLES PARKED ON SCHOOL PROPERTY - TOWED @ STUDENT / OWNER'S EXPENSE</b>				
Reckless Driving	referral to police	Privilege Revoked / referral to police		
Bus Violation (routine)	2 Detentions / parent contact by administrator	1 day off the bus / parent contact by administrator	3 days off the bus or administrative discretion / parent contact by administrator	1-2 ISS or administrative discretion / possible removal from bus for 1 month / parent contact by administrator
Bus Violation (major)	5 days off the bus / parent contact by administrator	3-5 ISS, 10 days off the bus / parent contact by administrator	4-10 ISS, 30 days off the bus / parent contact by administrator	5-10 OSS / parent contact by administrator / permanent suspension from bus
Parking on School Property Without Permit	<b>WARNING</b>	Privilege Revoked		
Parking in Staff or Unauthorized Areas				



## Offenses and Consequences

\*The following is a GUIDELINE, but modifications in the consequences can be made at the discretion of the administration.

EXAMPLES OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b>SMOKING</b>				
Observed Use and / or Possession of Tobacco on School Property including electronic cigarettes	3 OSS and <b>referral to district justice</b>			
Display / Possession of Smoking Materials including electronic cigarettes	3 OSS / confiscation of materials			
<b>DISHONESTY</b>				
Forgery / Lying	ISS	1-2 ISS	2 OSS	Referral to superintendent for expulsion
Cheating	ISS, no credit for test or assignment			
Theft / Receiving Stolen Property	1-3 ISS / referral to police / restitution	3 OSS / referral to police / restitution	4-10 OSS / referral to police / restitution	
Computer Misconduct	Administrative decision	Administrative decision	1-2 ISS or administrative decision	
<b>GENERAL MISBEHAVIOR</b>				
Defiant Insubordination and Disrespect	Suspension		3 - 10 OSS	3-10 OSS / referral to alternative school
Minor Vandalism - less than \$10.00	Restitution / parents notified	Restitution / 1 ISS	Restitution / 2 OSS	Restitution / 3-10 OSS
Possession of Walkmans / CD Players / Hackey Sacks / Pagers / Laser Pointers / Toys / Ipods / MP3 players, etc.	Warning / confiscation of materials / returned to parents only	ISS / confiscation of materials / returned to parents only	ISS / confiscation of materials / returned to parents only	OSS / confiscation of materials / returned to parents only
Abusive / Obscene Language / Harassment	ISS		1 - 3 OSS	3 - 10 OSS
Inappropriate Behavior or Failure to Report to ISS	Additional days in ISS Program; possible placement in alternative school program - administrative discretion			
Rude / Inappropriate Comments or Symbols	Warning, administrative discretion	ISS / administrative discretion	ISS / administrative discretion	OSS / administrative discretion

## Offenses and Consequences

\*The following is a GUIDELINE, but modifications in the consequences can be made at the discretion of the administration.

EXAMPLES OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b>ATTENDANCE</b>				
Tardiness to class	Each class tardiness after 3 per marking period shall receive BAP. Continual tardiness will result in SMD, ISS or OSS.			
Excuse Note Not Returned Within 5 days	1 ISS. Absence recorded as unlawful / truancy	2 ISS. Absence recorded as unlawful / truancy	ISS. Absence recorded as unlawful / truancy	ISS and no credit for period of absence. Absence recorded as unlawful / truancy
Excessive Absences	After 15 days of absences, administrative staff may require a physician's note to cover all absences, including early dismissal / late arrivals.			
Truancy	1 ISS / no credit for classes / unlawful	2 ISS / no credit for classes / unlawful	3 ISS / no credit for classes / unlawful	1-3 OSS / no credit for classes / placement in alternative program
Disruptive Toys, i.e.: snappers, noise makers, etc.	1-2 ISS / Confiscation of materials / Returned to parents	2-3 ISS	2 OSS	3-10 OSS / referral to superintendent / referral to police
Truant students will be denied opportunity to make up any work missed. After the 6th day of truancy, notice will be filed w/ the District Justice that may result in fine of up to \$300, loss of driver's license, etc. ADMINISTRATION DISCRETION MAY BE USED IN MULTIPLE DAYS OF TRUANCY.				
<b>LEVEL III</b> - Acts directed against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism of the school. Where applicable, appropriate legal action may be taken. Restitution of property and damages will be made when the situation warrants it.				
EXAMPLES OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Fighting - Verbal Assault	1-3 ISS / referral to police	3 OSS / referral to police	4-10 OSS / referral to superintendent / referral to police	

Fighting - Physical Assault	3 OSS / referral to police	4-10 OSS / referral to police	4-10 OSS / referral to superintendent / referral to police	
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**Offenses and Consequences**

\*The following is a GUIDELINE, but modifications in the consequences can be made at the discretion of the administration.

EXAMPLES OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE				
Vandalism - \$10.01 to \$100.00	1-2 ISS and restitution	2-3 OSS and restitution	4-10 OSS, restitution and referral to the superintendent					
Abusive / Obscene Language Directed at School Personnel	1-3 OSS / Administrative decision							
Unlawful Harassment / Threats	1-3 ISS / Administrative decision	1-3 OSS / Administrative decision						
<b>Alcohol and Other Drugs</b>	<b>REFER TO DISTRICT POLICY</b>							
<p><b>LEVEL IV</b> - Acts which result in violence, which pose a direct threat to the safety of others in school. These acts are clearly criminal and are so serious that they always require administrative action which results in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.</p>								
EXAMPLES OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE				
Unmodified Level I and II Misconduct	<b>Immediate Full Suspension (4-10 OSS) and Referral to Superintendent</b>							
Creating / Risking a Catastrophe								
Computer Hacking / Internet Misuse Related to School Personnel or Students / Tampering with the School Web Site								
Extortion								
Bomb Threat								
Vandalism, Theft, Burglary - Cost more than \$100.00								
Possession / Use / Transfer of Explosive or Incendiary Devices, Smoke Bombs, et al.								
Assault / Battery								
Possession / Use / Transfer of Guns, Fire Arms, Look-Alikes, and Other Dangerous Weapons					<b>Refer to the Weapons Policy and Procedures</b>			

## **A. BEHAVIORAL POLICIES**

Within the school's environment, discipline is one of the most important characteristics of the school's entire program. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Some of the policies concerning discipline that parents and students must recognize and understand are:

1. Discipline will be maintained at all times. No student has the right to interfere with the education of his fellow students.
2. Teachers must be treated as highly trained professionals at all times.
3. The school district has the responsibility of protecting its students from dangerous, harmful, and corruptible influences. High moral standards, respect, and courtesy will be emphasized at all levels.
4. Parents are legally and financially responsible for their children's actions. This includes deliberate destruction or defacement of school property as well as injuries inflicted on students and staff.
5. A record will be kept of each student referred to the office for disciplinary reasons. This record is cumulative for one year at a time. It will not be placed in a student's permanent record, which could be misinterpreted by schools of higher education or potential employers.
6. Habitual offenders will be dealt with more severely than one-time or infrequent offenders. Should a student continue to disregard reasonable standards of conduct, his parents will be expected to attend a conference with school officials.

### **Cheating/Plagiarism**

Wyoming Area Secondary Center is an academically oriented school. Course work is often difficult and students at times may feel pressured to succeed at all costs. As a result, some students consider cheating as an accepted part of school life.

Students who choose to cheat will be disciplined very harshly. The penalties are delineated in the Discipline Code.

All students should be aware that plagiarism, whether intentional or unintentional, is a form of cheating. A teacher who has determined that plagiarism has been committed shall have the option of downgrading the assignment or giving no credit (a zero) for the assignment. In addition, any student who has plagiarized will be subject to the penalty for cheating provided in the Discipline Code.

To plagiarize is "to steal and pass off as one's own - the ideas or words of another," or "to present as one's own an idea or product derived from an existing source." Using the words or the ideas of another, be it a friend, relative, or published writer, without giving credit to the person, is unacceptable in all types of writing assignments, including research

papers, compositions, book reports, and homework assignments. Any student who gives information or work to another student is also guilty of cheating/plagiarism.

### **Weapons On School Property**

It is unlawful for any student to possess lethal weapons in school buildings, on school property, or at a school event.

Pennsylvania Crimes Code 18 PA C.S. 912 states that it is a misdemeanor of the first degree to possess a weapon in the buildings of or on grounds of or in any conveyance providing transportation to or from in the elementary or secondary publicly funded educational institution.

No person shall possess, handle or transmit any cane, machete, pistol, gun, rifle shotgun (or any thereof) pellet gun, metal knuckles, or other object that can reasonably be considered to be a weapon or dangerous instrument in any school bus, off the school grounds, or at any school activity, event or function.

It is against School District Policy for any person to possess a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from an elementary or secondary center of the Wyoming Area School District. Weapon is defined to include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck, stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

The violation of this policy is considered the most serious offense and may result in the expulsion of the student from the schools of the District.

The following procedures shall be carried out prior to the expulsion:

Any professional staff member or school employees shall immediately inform the Principal who will conduct the complete investigation. Upon confiscation, the Principal must promptly notify and/or summon:

1. the local police
2. the Superintendent
3. the parents of any and all involved in the incident

Upon just cause for suspicion of possession of a weapon, the Principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the Principal will immediately summon the police and request assistance in this matter from the local police. Parents should be notified as soon as possible.

The Principal will collaborate with the Superintendent and develop a public statement, as well as determine the most effective method for informing school personnel. The Superintendent will inform Board Members as soon as measures have been taken to eliminate any immediate danger associated with the incident.

### **Investigation Responsibilities**

The Principal will coordinate the informal hearing procedure, e.g. investigation, securing written statements, witness statements, and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon, the informative and

notification requirements for a formal hearing for expulsion proceedings in accordance with the Pennsylvania School Code.

## **B. ANTI-BULLYING**

### PURPOSE:

The **Wyoming Area School District** is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or **bullying**. **Wyoming Area** recognizes that **bullying** interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.

### DEFINITIONS:

**Bullying** shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person.

Researchers have identified four (4) forms of **bullying**:

1. **PHYSICAL** – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings, and making threats.
2. **VERBAL** – includes taunting, malicious teasing, name-calling, and making threats.
3. **PSYCHOLOGICAL OR RELATIONAL** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
4. **CYBER-BULLYING** - forms of verbal and psychological **bullying** may also occur on the Internet through e-mail, instant messaging, or personal profile web sites such as My-Space.

### AUTHORITY:

It shall be a **violation of this policy** for any student to **bully** another student **on district grounds, at any school activity, or on the way to and from school.**

### CONSEQUENCES/INTERVENTION:

Consequences for students who **bully** others will be subject to **disciplinary options** that may include **counseling, a parent/guardian conference, detention, suspension, or other consequences as provided in the Code of Student Conduct.**

### 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.**

## **C. CORRECTIVE-ACTION**

Teachers will handle routine discipline within the classroom. However, when a student's behavior in the classroom becomes so disruptive that further action is deemed necessary, the teacher will refer the student to the office for such action. The teacher will complete in detail a referral notice. Students must understand that their rights are not being violated in any way when an administrator dispenses disciplinary measures based on a faculty member's report.

### **Student Conferences**

Following the referral of a student for disciplinary reasons, the Principal or Assistant Principal will meet with the student as soon as possible to discuss the violation. The seriousness of the offense, the past record of the student's behavior, and the extent to which the student understands the importance of the rule violated will determine the severity of the action taken. In some cases, the student will be advised to make restitution deemed appropriate. The student will be given a warning that a record will be made of the offense and, in case of further referrals, the action taken will be more severe.

### **Parental Conference**

When in the judgment of the professional staff, a student is having a serious problem adjusting to the school environment or a student is seriously violating school regulations, the school shall make immediate arrangements for a parental conference.

## **D. OFFENSES LEADING TO EXCLUSION FROM SCHOOL (OUT OF SCHOOL SUSPENSION)**

1. Acts of incorrigibility, insubordination, or other bad conduct. Included, but not limited to:
  - a. Profanity, obscene gestures, or vulgar language.
  - b. Persistent disobedience.
  - c. Defacing or damaging school property.
  - d. Moral offenses.
  - e. Engaging in rioting or fighting.
  - f. Drug or alcohol abuse (see policy).
  - g. Smoking on school property (including electronic cigarettes).
  - h. Larceny.
  - i. Defacing or damaging private property on the way to or from school, or other unlawful acts.
  - j. Physical abuse to school personnel or other students to, from, or in school.
  - k. Interference with or distractions to the educational process (e.g.: dress that the administration deems appropriate).
2. Truancy, cutting classes, or leaving school without permission.
3. Actions on a school bus that endanger the health, safety, or property of a student, teacher, bus driver, or chaperone.



4. Actions at extra-curricular activities that affect the health, welfare, and safety of students, spectators, and participants.

## **E. IN SCHOOL SUSPENSION**

A student who is suspended may not attend or participate in any portion of the schools' programs during the time of suspension. A student assigned to ISS will be required to attend school on these days.

Upon arrival at school, the student will immediately report to the ISS room with books from his regular classes, paper, and pencil. Students in ISS will be expected to adhere to, but not be limited to, the following guidelines:

### **ISS Rules:**

1. Upon entering, the student will be seated and remain absolutely quiet.
2. Students will do assigned work. Any assignment unsatisfactorily completed will have to be repeated. If after release from ISS, the assignment is found to be incomplete, the student will return to the ISS room until the assignment is satisfactorily completed.
3. Talking to another student is not allowed. Keep eyes on work unless the ISS instructor gives direction or asks a question.
4. Putting one's head down on the desk or resting one's head in hands is not permitted. Feet and legs are to be kept under the desk (not on any part of the desk).
5. Ask permission (by show of hand) to:
  - A.) address the teacher,
  - B.) receive assistance from the teacher in completing an assignment.
6. Students will walk to the restroom only as a group and under the supervision of the teacher.
7. Students in the ISS room will eat their lunches together in an assigned room during 1<sup>st</sup> lunch period. All students will eat a type "A" lunch from the cafeteria.
8. Writing notes, doodling, or wasting time will not be permitted.
9. Students will answer all direct questions with a polite, "yes" or "no."
10. Students in ISS will follow all instructions.
11. More than 3 times in ISS may result in OSS.
12. Students absent while assigned to ISS will enter ISS upon returning.
13. Misbehavior in ISS may result in OSS.

### **Smoking**

1. Purpose

The Board recognizes that smoking presents a health hazard for both smokers and nonsmokers and further recognizes its responsibility to provide a healthy and safe work and learning environment for employees, visitors, and students. Therefore, it is the intent of the Board to provide for the comfort of all parties by regulating and controlling smoking on school district property.

## 2. Definitions

For the purpose of this policy the following terms are defined:

- a. **Smoking** - includes the possession of a cigarette, electronic cigarette, cigar, pipe or other smoking equipment.
  - b. **Tobacco Use** - includes possession and/or the use of smokeless tobacco in any form. (including electronic cigarettes)
- ## 3. Authority (Act 168 of 1988)
- a. The Commonwealth of Pennsylvania prohibits tobacco possession including electronic cigarettes by pupils in school buildings, school buses, and on school property owned by, leased by or under the control of a school district.
  - b. The enforcement of this policy shall be the responsibility of the building Principal.
- ## 4. Procedures
- a. Students and their parents shall be notified of this policy by the appropriate building Principal by publishing the information in a student handbook, parent newsletter and on posters or other efficient means.
  - b. Employees and visitors shall be informed by newsletter, newspaper releases and on posters or other efficient means of designated smoking and nonsmoking areas.
  - c. Any individual who violates this policy will be subject to disciplinary actions, including a fine of \$50.00 per State and Municipal Code.

## Backpacks

Backpacks will not be allowed in classrooms at any time. Gym bags will be allowed in gym class only.

## Activities - Co-curricular Suspension

When a student is suspended for three (3) or more days from class or classes for the **first** time because of any violation, the student will not be permitted to participate in any co-curricular or school social activity such as Student Council, FBLA, school dances, Prom, etc., for a period of fourteen (14) calendar days from the date of suspension. The student shall not be allowed to retain any elected position, or participate in any activity of honor, such as the election of homecoming king or queen, for the remainder of the school year.

When a student is suspended for three (3) or more days from class or classes for the **second** time because of any violation, the student will not be permitted to participate in any co-curricular or school social activity for a period of forty-five (45) school days.

In cases involving drugs or alcohol, this policy will be superseded by the Drug and Alcohol Policy of Wyoming Area.

## **F. DRUG AND ALCOHOL POLICY**

### **INTRODUCTION**

The WYOMING AREA SCHOOL DISTRICT is committed to insuring that every student is provided a safe environment in which to learn. Therefore, the District has enacted a strict drug and alcohol policy of zero tolerance. Students are reminded that the use of drugs or alcohol will not be tolerated by the District at any time.

In addition to the development of a stringent drug and alcohol policy, the District maintains a strong working relationship with the Wyoming Valley Alcohol and Drug Services, Inc. to insure that students have the opportunity to access help at any time.

### **I. DEFINITION OF TERMS**

**DRUGS** - shall include alcohol or any malt beverage inclusive of wine coolers; designer drugs; any over-the-counter drug NOT authorized by parent and school nurse; anabolic steroids; any drug from any of the FOUR (4) classes of drugs - hallucinogens, narcotics, amphetamines, barbiturates; any volatile solvents or inhalants such as, but NOT limited to, glue, varnish remover, lighter fluid, etc.; any chemical manufactured in a clandestine laboratory such as, but NOT limited to, amyl and butyl nitrate; and any and all substances covered by the PENNSYLVANIA DRUG DEVICE AND COSMETIC ACT AND CONTROLLED SUBSTANCE ACT OF 1970, AS AMENDED.

**NOTE:** The above-defined drugs and drug use, in particular, is prohibited on school grounds, at school sponsored functions, and while students are representing the school.

### **THE FOLLOWING ARE EXAMPLES OF DRUGS COVERED UNDER THIS POLICY:**

#### **INHALANTS:**

Nitrous Oxide - Laughing Gas, Whippets, CO2 Cartridge

Amyl Nitrate - Locker Room, Rash, Poppers, Snappers

Butyl Nitrate - Bullet, Climax

Chlorohydrocarbons - Aerosol propellants, gasoline, glue, other chemicals containing petroleum distillates such as benzene, acetone, toluene,

xylene,

carbon tetrachloride, etc.

#### **STIMULANTS:**

Cocaine

Crack Cocaine

Amphetamines - capsules, pills, tablets

Methamphetamines

Additional Stimulants - Preludin, Didrex, Tenuate, etc.

#### **DEPRESSANTS:**

Barbiturates

Tranquilizers

Alcohol

Rohypnol

**HALLUCINOGENS:**

Marijuana

PCP

LSD

Mescaline

Peyote

Psilocybi

**NARCOTICS:**

Heroin

Methadone

Codeine

Morphine

Meperidine

Opium

Other Narcotics - Percodan, Darvon, Percocet, Talwin, Lomotil, Fentanyl

**DISTRIBUTION** - to deliver, sell, pass, share, or give any drug, including alcohol, from one student to another.

**POSSESSION** - possess or hold or have within immediate control, alcohol or drugs defined by this policy. It should be noted that students found with alcohol/drugs in school lockers, desks, student automobile, school bus, lavatories or any other school property, are in direct violation of this drug policy and will be charged with possession. Additionally, possession by students at any school-sponsored function shall be considered in violation.

**DRUG PARAPHERNALIA** - any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, re-packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a controlled substance in violation of the Controlled Substance Act. Drug paraphernalia items include, but are NOT limited to:

Roach Clips

Rolling Papers

Amyl Nitrate (Rush, Locker Room, Jock)

Butyl Nitrate (Bullet, Toilet Water)

Hypodermic Syringes

Cocaine Spoons - Tooters

Water Pipes, Marijuana Pipes, Crack Pipes

Drug Conversion Kits

Medicine Dropper, Razor Blade

**SCHOOL JURISDICTION** - the school property including, but NOT limited to, school bus, desk, lavatory, lockers, etc., to/from school, on school provided transportation, its grounds and surroundings, and all school-related events and extra-curricular activities such as proms, class trips, football games, etc., and any and all areas considered a **DRUG FREE ZONE** by STATUTE.

**ASSESSMENT/TREATMENT** - The WYOMING AREA SCHOOL DISTRICT has a signed "Affiliation Agreement" with WYOMING VALLEY ALCOHOL AND DRUG SERVICES, INC. for purposes of providing confidential assessment services to students and their families when a violation of the drug and alcohol policy has occurred.

REASONABLE SUSPICION - In what is called a “Landmark Case”, New Jersey vs. T.L.O., the United States Supreme Court decided that school officials only require reasonable suspicion to search a student. The Courts have concluded that school officials are exempt from the normal dictates of the 4th Amendment (Unreasonable Searches) by virtue of the special nature of their authority over school children. Teachers and school administrators act in loco parentis and, therefore, are acting as a parent, NOT the state, and, therefore, are NOT subject to the restrictions of the 4th Amendment. Reasonable Suspicion means more than “mere” suspicion. The school authorities must apply an objective test in determining whether reasonable suspicion exists. The basis for reasonable suspicion should include:

1. Eyewitness testimony;
2. A student’s past record or reputation for use or possession of drugs and alcohol;
3. Information obtained through an informant or through reliable statements that incriminate the student;
4. Any other independent evidence which gives rise to a reasonable conclusion that the student has engaged in a violation of the policy.

## II. DUE PROCESS REQUIREMENT

These review procedures provide for student and/or parent the right to contest a charge that the student has violated the District Drug and Alcohol Policy.

1. The student and parent(s) will be entitled to meet with the designated school administrator(s) at an informal hearing
2. Should a formal hearing before the School Board be in order, the following will be adhered to:
  - ...A reasonable time and date for the hearing
  - ...Notice of the hearing
  - ...The charges to be stated in clear, concise terms
  - ...Opportunity to offer evidence and cross-examine witnesses
  - ...The right to have an attorney present at the hearing

## III. SEARCH AND SEIZURE

Lockers and Desks - Lockers and desks belong to the school district and NOT the student. They are assigned to students and students have the responsibility to properly care for this school property. Students shall not store any drugs and/or alcohol or drug devices, equipment, and/or paraphernalia in lockers or desks or on school property. The school reserves the right to inspect a student(s) locker or desk if the school has reasonable suspicion to suspect the student is in violation of the School Drug and Alcohol Policy, identified herein.

Parent(s) will be notified immediately whenever an illegal item is removed from a student's locker and/or desk and law enforcement authorities shall be immediately notified.

Motor Vehicle Searches - Students by virtue of having the privilege of parking a motor vehicle on school property are deemed to have given prior consent for search of a motor vehicle that has been brought by the student onto school premises. The Principal or member of the administrative staff may authorize a search of a motor vehicle on school premises if there is reasonable suspicion that the search will result in the discovery of contraband.

#### **IV. HANDLING DRUG RELATED INCIDENTS**

##### **A. STUDENT SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS AND ALCOHOL**

In such instances, the student shall not be left alone. The building Principal or designee shall be summoned immediately and he/she, in turn, shall summon the school nurse; and, if such officials deem it necessary, secure additional medical help since a medical assessment is imperative to ascertain the condition of the student.

##### **B. STUDENT IN POSSESSION OR WITH INTENT TO SELL OR DELIVER**

If the District determines that a student is in possession of drugs/alcohol with intent to sell or deliver to another student of the District, the following procedures will be followed.

#### **V. DISCIPLINARY PROCEDURES TO BE FOLLOWED WHEN STUDENT IS DETERMINED TO HAVE VIOLATED DRUG AND ALCOHOL POLICY**

A. Law enforcement authorities are to be notified and confiscated drugs shall be turned over to them.

B. Parental notification.

C. Referral to Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, for

assessment/evaluation. NOTE: condition for student continuance in shall be required to accept and comply recommendations.

Acceptance of referral is a school. Additionally, student with ALL treatment

D. The student will be suspended for a period of TEN (10) SCHOOL DAYS. During this time, further investigation will be conducted. Depending on the information acquired, further disciplinary action may be recommended to the Board of Education to include expulsion. Expulsion is exclusion from school for a period of more than TEN (10) DAYS up to permanent EXPULSION from the school roles.

E. Student suspension from sporting events and school activities for TEN (10) DAYS after student returns from serving TEN (10) DAYS suspension.

## **VI. STUDENTS SEEKING ASSISTANCE FOR SELF-REFERRAL**

Since all school personnel must be sensitive to the needs of those students who are experiencing problems with drugs and alcohol, it is important to give the student the feeling that they can come forward to seek assistance without retribution.

When a student voluntarily requests assistance for their own drug and alcohol use, they shall be fully informed of services available. Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, works cooperatively with the school district in insuring for student access to assessment and treatment in a timely manner. Students will be encouraged to include their parent(s) in any treatment experience.

NOTE: Students who seek assistance from the District, and who have not violated the school's drug and alcohol policy, will not face disciplinary action.

## **VII. Public Notice of Policy Enforcement**

In furtherance of the provisions set forth in this Policy, notices effectively stating the following information shall be posted conspicuously on school premises. The failure to post such notice and/or notices shall not constitute a waiver of the District's right to enforce this Policy.

## **VIII. Special Discipline - Extra-Curricular Activity**

In addition to the Wyoming Area Drug and Alcohol Policy, students involved in extra-curricular activities will also obey all rules and regulations set forth by their respective coaches or advisors.

## **IX. Implementation of Pennsylvania State Board of Education Regulations**

The following excerpt from the Pennsylvania State Board of Education Regulations concerning Interscholastic Athletic Programs and Pennsylvania Law Provisions affecting eligibility of students using anabolic steroids is hereby incorporated into this policy.

Pennsylvania Act 1989-93 requires the Board of School Directors ("School Board") in every Pennsylvania school district to prescribe, adopt, and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletics.

The Act also requires the School Board to prescribe the following **minimum** penalties for any pupil found in violation of the rules and regulations adopted by the School Board:

1. For first violation, suspension from school athletics for the remainder of

the season.

2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

A student who has been suspended for violation of the School Board regulations shall not be eligible to resume participation in school athletics unless there has been medical determination that no residual evidence of steroids exists.

The penalties that the law requires School Boards to adopt are minimum penalties. More severe penalties may be adopted by individual school districts, and the actual penalties may therefore vary from school district to school district.

## NOTICE

**Entry onto the property of the Wyoming Area School District is deemed consent to an inspection of person, vehicle and personal effects at any time while entering on, traversing, or leaving the premises. Inspection will be conducted in accordance with the District's Comprehensive Drug/Alcohol Policy where a suspicion of use, possession or sale of alcohol/drugs/ drug paraphernalia on school premises exists. If you do not consent to inspection, please do not enter or remain on the school premises.**

### USE OF CANINES TO SEARCH SCHOOL PROPERTY

#### 1. PURPOSE

The District supports the elimination of the possession or use of illegal substances and recognizes that illegal substances are a current problem in public schools. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances and to support the WYOMING AREA SCHOOL DISTRICT DRUG AND ALCOHOL POLICY.

#### 2. GUIDELINES

It shall be the policy of the School District to permit the Administration to periodically invite law enforcement agencies to search school property with dogs trained for the purpose of finding illegal substances:

1. The Administration shall authorize the search and have a designee on hand while the search is taking place..
2. Notification of this policy shall be given to parents and students at the beginning of each school year. It shall be included in at least one (1) newspaper article of general local circulation
3. All school property such as lockers, classrooms, and storage areas may be searched.
4. All vehicles parked on school property may be searched.



5. Individual will not be subjected to a search by canines.

6. Once notification has been given to parents and students, the school district will have met its obligation to advertise the searches. Actual times or dates of planned searches will not be released in advance.

7. The law enforcement agency will be given full authorization to investigate and prosecute any person found to be responsible for illegal substance on school property.

## **SECTION 227.1: DRUG AND ALCOHOL ABUSE OUTSIDE SCHOOL JURISDICTION**

1. Section 227 of the Policy Manual of the Wyoming Area School District pertains to Drugs and Alcohol, said policy having been established to create a zero tolerance for drug and alcohol abuse. The use of drugs or alcohol by students shall not be tolerated by the District at any time, regardless of where or when the illegal use of drugs or alcohol occurred.
2. The ability of a student to participate in extracurricular activities, including without limitation, athletic teams, sporting events, cheerleading, school band, proms and dances events, various clubs and organizations, and any and all extracurricular organizations and events, is a privilege extended to students, which privilege may be revoked by the District under certain circumstances.
3. In order to protect the lives and safety of students, as well as to promote good social behavior and an environment free from the influence of drug and alcohol abuse, the School Board desires to implement a policy of deterrence and zero tolerance as hereinafter set forth.
4. Policy: Any student of the District who engages in the illegal utilization of and/or abuse of alcohol or drugs at any time, or any student who participates in an event or party where such alcohol or drugs are being illegally utilized or abused, shall be subject to the disciplinary measures discussed herein. This policy shall be enforceable at all times regardless of whether the activity occurred during school related time, or outside of school related time, including summer vacation, holidays or weekends. This policy shall be enforceable regardless of whether the activity occurred inside or outside of the areas generally known as the areas comprising "school jurisdiction" as defined by the District's Drug and Alcohol Policy.
5. Discipline: A student who violates this policy shall be subject to appropriate disciplinary action, including the precluding of such student from participating in any and all school district sponsored extracurricular activities, sporting and social events, the dismissal from athletic teams, for such time, including permanent dismissal, as

may be appropriate under the circumstances in the discretion of the Superintendent and/or as may be in accordance with the District's policies pertaining to suspension from extracurricular activities.

6. Investigation: Any information pertaining to a violation of this policy shall be forwarded to the Principal, who shall fully investigate whether a violation of this policy occurred. The Principal shall report his findings to the Superintendent. The Principal and/or the Superintendent shall notify the parents that an investigation is taking place, and the reasons for the investigation. In all other respects, the District will comply with the provisions of its Drug and Alcohol Policy.
7. Due Process: If, as a result of the aforesaid investigation, it has been substantiated that a violation has occurred, then the Principal and/or Superintendent shall notify the student and parents of the result of the investigation, and a meeting shall be held at which time the student shall have an opportunity to review and challenge the evidence substantiating the violation. If after the meeting, the Principal and/or Superintendent finds that a violation occurred, then the Superintendent shall take such disciplinary action as may be appropriate.

# VI. SEXUAL HARASSMENT

## 1. Purpose

It is the policy of the Wyoming Area School District to maintain a learning and working environment that is free from sexual harassment.

## 2. Authority

It shall be a violation of this policy for any member of the district staff to harass a student through conductor communications of a sexual nature as defined below. It shall also be a violation of this policy for students through conduct or communications of a sexual nature as define below.

## 3. Definitions

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by a member of the school staff to another staff member, or when made by any student to another student when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
- b. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual, or when
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual Harassment, as defined above, may include, but is not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implications;
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

## 4. Procedures

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it effect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to student disciplinary action, including suspension or expulsion, consistent with the Student Discipline Code.

## **VII. EXTRA-CURRICULAR ACTIVITIES**

### **A. INTERSCHOLASTIC ATHLETICS**

The Wyoming Area School District provides a broad offering of competitive athletics. Any boy or girl has an opportunity to participate each season provided he or she is physically fit and is willing to work hard, practice diligently, and follow the rules and regulations of the interscholastic program.

#### **Regulations**

Some of the regulations concerning students in the athletic program are:

1. All participants must be covered by insurance. Students are eligible for participation in interscholastic activities only after proof of family health insurance coverage is provided to the school district.
2. Each student must be carefully examined by the school physician and his or her condition must be pronounced satisfactory.
3. A certificate of consent signed by a parent or guardian must be filed with the high school Principal.
4. Any student who has been absent from school 20 days in a semester becomes ineligible to participate until he has attended school for sixty days.
5. A student absent from school for a full day or the afternoon session without proper permission from the Principal will not be allowed to practice or to compete in an athletic contest that day.
6. Students who are sent home ill any time of the school day cannot return for athletic events or practices.
7. All athletes must travel to and from athletic contests with the squad unless permission is granted by the coach to do otherwise.
8. An athlete must maintain a passing grade in four (4) or more full-credit subjects or the equivalent to remain eligible.

**The Wyoming Area School District abides by all rules and regulations as set forth by the Pennsylvania Interscholastic Athletic Association, (P.I.A.A.).**

### **B. AWARDS REQUIREMENTS**

Athletic awards are presented to seniors at the Annual Awards Program sponsored by the Wyoming Area School District in the spring of each year. To be eligible for an award each senior must:

1. Participate during the senior year.
2. Be recommended by the coach or advisor of each activity and by the Principal (letter winner).
3. Be present at the program.

Athletes must participate two years in one sport or one year in two sports to receive a jacket, plaque, individual pins etc.

Awards at this program are also given to members of the cheerleading squad, band, color guard, and chorus. Those students who participate three years in three sports will be eligible for the Ironman Award.

The Wyoming Area School District subscribes to the philosophy that equal opportunity in education is fundamental to equality in all forms of human endeavor. All programs and services offered by the Wyoming Area School District will be available to all students at a given level without regard to race, religion, handicap, sex, national origin, or socioeconomic status. The District also guarantees to all persons equal access to all categories of employment in this District without regard to race, religion, handicap, sex, national origin, or socioeconomic status.

## **CRITERIA AND CATEGORIES FOR SENIOR AWARDS**

1. During the senior year, a student athlete must complete the season to be eligible for a Senior Award.
2. A student athlete must complete the season and earn a letter in 10<sup>th</sup> or 11<sup>th</sup> grade to receive pins.
3. A student athlete can participate and complete the season without receiving an award.
4. If a student begins or starts a season but does not complete the season, they forfeit all awards.
5. Seniors who qualify must be present at the program to receive their Senior Award.

## **C. NATIONAL HONOR SOCIETY**

Candidacy for membership in the National Honor Society is open to students in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. Students must have a cumulative non-weighted average of at least a 90. Final selection will be based on many factors: scholarship, character, leadership, and service to school, community, and home.

In order for the candidate to meet the requirements of service, he or she must be actively involved in two activities, at least one of which must be a current school activity.

Members are to exhibit exemplary conduct at all times. Cooperation, dependability, courtesy, respect, obedience, reliability, and tact are qualities that demonstrate good character. Conduct must be above reproach and candidates must be readily willing to obey school and classroom rules and regulations.

Members must maintain an environment that is conducive to learning. They must consistently absent themselves from situations that might be detrimental to their moral and ethical behavior. Sound judgment and integrity are essential. Violations of school rules, civil laws, or any conduct requiring disciplinary action are considered traits of questionable character.

Eligible students must have the recommendations of the faculty as well as the chapter council.

## VIII. USE OF METAL DETECTORS

In view of the escalating presence of weapons in schools across the nation and locally, the use of metal detectors to minimize the risk of weapons on campus is determined to be a desirable technique to enhance campus security. No student, teacher, other staff member, or members of the public should be subject to the dangers inherent in a firearm, knife, or other potentially dangerous object carried onto the campus by another person.

This following sets forth certain guidelines for the use of metal detectors. The Superintendent shall direct the procedures to be used.

Metal detectors may be of the stationary walk-through or hand-held type.

### Random Use

Metal detectors may be used at random at times to be determined by the school principal.

### Notice of Use of Metal Detectors

All persons entering a school of the school district may be required to submit to a metal detector test.

### Avoidance of Detection Process

When a detector is in use at a particular location and a person attempts to avoid using the location, it shall be considered sufficient cause to immediately detain and search the person.

### Refusal of Detection Process

A person's failure or refusal to permit a metal detector check as provided for in this policy will be considered grounds for disciplinary action, including possible expulsion.

### Selective Use of Detector

Random use of a metal detector pursuant to this policy shall not be considered a search governed by other policies of this Board relating to search of students and other persons. However, if a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized object or weapon, he/she may conduct a search of a person and personal effects.

**NOTICE TO PARENTS AND ELIGIBLE STUDENTS  
WHO RESIDE IN THE WYOMING AREA SCHOOL DISTRICT**

**NOTICE OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY STUDENTS  
IN THE WYOMING AREA SCHOOL DISTRICT**

Family Educational Rights and Privacy Act (FERPA) for its parents and students who are over eighteen years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the date the District receives a request for access.

Parents or eligible students should submit to the school principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible students believes are inaccurate or misleading.

Parents or eligible students may ask Wyoming Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company which whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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





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## ALMA MATER

In the valley of Wyoming,  
Under skies of blue,  
By the flowing Susquehanna,  
Cherished, stands our school.

*Chorus* - Hail! Wyoming Area!  
Ever teaching us the right!  
Hail to thee, our Alma Mater!  
Gold and Green and White.

Proud are we of hard-won victories,  
Of our players, too  
Win or lose, we'll still keep striving,  
Loyal through and through.

Ever on the future beckons,  
Forward let us go,  
Thinking of our Alma Mater,  
Memories aglow!