

WYOMING AREA  
SECONDARY CENTER

2019-2020  
HANDBOOK FOR  
STUDENTS AND PARENTS  
(REVISED: JULY 2019)

Wyoming Area School District  
252 Memorial Street  
Exeter, Pennsylvania 18643  
Phone: (570) 655-2836

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## **MESSAGE TO 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.

### **NON-DISCRIMINATION STATEMENT**

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.

### **NOTICE OF SPECIAL EDUCATION SERVICES**

In compliance with state and federal law, the Wyoming Area School District has developed policies to insure FAPE (Free Appropriate Public Education) to all school-age children residing within the district's boundaries.

The Wyoming Area School District provides no cost screening to children residing within the Wyoming Area School District, who are suspected of having a disability that would interfere with his/her academic progress.

Parents/guardians who suspect their child to be in need of specially designed instruction or related services may request a screening or evaluation at any time by contacting any of the following Wyoming Area School District administrators:

Mrs. Janet Serino, Superintendent

570-655-3733 ext. 2426

Mrs. Vanessa Nee, Director of Special Education

570-655-2836 ext.2245

Mr. Robert Galella, Director of Curriculum

570-655-2836 ext.2457

Dr. Jon Pollard, Principal: Secondary Center

570-655-2836

Mrs. Joann Pepson,

Assistant Director of Special Education/Principal: Kindergarten Center

570-655-2146

Mr. David Pacchioni, Principal: Primary Center

570-693-1914

Mr. Joe Long, Principal: Intermediate Center

570-654-1404

Mrs. Camilla Granteed, School Psychologist

570-655-2836 ext. 2240

The screening procedure may include, but not be limited to the following:

- Existing classroom data review.
- Cumulative educational records.
- Enrollment/attendance records.
- Ability/achievement scores.
- Vision and hearing screening.
- Participation in Child Study.
- Medical records review.
- Observation of classroom behavior.
- Reports/recommendations released by the parent/guardian from outside agencies.

The evaluation process, which will not proceed without parental consent, will include data collected through the screening process along with a multi-disciplinary evaluation. If the parent fails to respond to a request for consent for an initial evaluation or refuses consent, the school district may pursue the initial evaluation by using the due process or mediation procedures.

The multi-disciplinary team (MDT) may consist of the following:

- Parent/Guardian
- School Psychologist
- Occupational Therapist
- Teacher
- Director of Special Education
- Principal
- Guidance Counselor
- Speech/Language Therapist
- Other staff as deemed necessary

Results of the evaluation are reviewed by the MDT to determine if the child qualifies as a student in need of specially designed instruction under IDEA. Special Education services will be recommended through an annual development/review of an Individualized Education Program (IEP) to those students who qualify under one or more of the following exceptionalities:

- Autism
- Other Health Impaired
- Blind/Visual Impairment
- Deaf and Hard of Hearing
- Emotional Disturbance
- Intellectually Disabled
- Orthopedic Impairment
- Specific Learning Disability
- Traumatic Brain Injury
- Speech/Language Impairment

# NOTICE OF GIFTED EDUCATION SERVICES

In compliance with Title 22 PA Code Chapter 16, the Wyoming Area School District conducts ongoing screenings/evaluations of students who may qualify for gifted education. The screening/evaluation process includes, but is not limited to:

- IQ score
- Achievement/ability scores
- Rate of Acquisition/Retention
- Demonstrated Achievement
- Early Skill Development
- Intervening Factors Masking Giftedness
- Parent/guardian/school input

If a parent/guardian believes that a school age child may be in need of specially designed instruction, a written request may be submitted to the Wyoming Area School District. An evaluation will be completed upon receipt of a Permission to Evaluate form.

Upon completion of a comprehensive evaluation, if the child meets the eligibility requirements, the Gifted MDT will convene to develop a Gifted Individualized Education Program (GIEP).

## CONFIDENTIALITY

The Wyoming Area School District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of information gathered on behalf of the screening/evaluation procedure. All information is subject to the confidentiality provisions contained in federal and state laws.

Information may be released with signed written consent of the parent/guardian.

## 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!

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# ACADEMIC INFORMATION

## 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.

## 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 yearly during the scheduling process. Students 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 academic decisions, students meet with their guidance counselors prior to their final selections.

## SPECIALIZED STUDIES

### College Preparatory Program

The college preparatory curriculum is available to students who plan on enrollment in a formal education program after high school graduation. The curriculum is designed to provide the necessary requirements in foreign languages, mathematics, and science to enable students to meet admission requirements in institutions of higher learning. Students in the college preparatory curriculum may major in a subject area (Language, Mathematics, English, Social Studies, Science, Art, Music, Career Technology, Technology Education, and Family & Consumer Sciences) by completing a three-year sequence offered by the department and by taking additional electives in the selected field.



## **Honors Programs**

The Honors Program in English, Social Studies, Mathematics, and Science have been established to provide more challenge and enrichment for those students who meet the individual course prerequisites. To be admitted into an Honors level course, students are required to have the recommendation of teachers and meet the listed recommended prerequisites in each course. Teachers will evaluate students annually to determine whether the student would continue to benefit from placement in the Honors track or should be moved to Advanced Placement. In cases where a student is struggling with the Honors track, it will be decided if he/she shall be placed in College Prep as an alternative.

All honor/accelerated classes will be recorded as such on the student's high school record and college transcript.

## **Advanced Placement Program**

The Advanced Placement (A.P.) Program at Wyoming Area provides motivated high school students with the opportunity to take college-level courses in the high school setting. Students who participate in the program not only gain college level skills, but may also earn college credit.

Upon completing a course or series of courses, students are administered advanced placement examinations in May of their junior or senior years.

The examinations are graded by the College Board Advanced Placement Program in June and are scored on a five-point scale. The results are sent to the colleges requested by the student. Normally, grades on these exams of less than 3 do not provide students with credit or advanced placement in participating colleges.

Students are asked to check with the college they are interested in to determine the college's advanced placement policies.

**Students and parents please note:**

All students enrolled in any A.P. course are highly encouraged to take the A.P. Exam in May. Students will be charged a fee of \$94.00 for each advanced placement examination.

Effective Immediately, the ordering deadline for AP Exams (as established by College Board) has been moved to late October and therefore requires students to commit to taking an AP Exam by that October deadline.

The total cost for each exam is approximately \$94.00.

In order to assist families facilitate this change, the following process has been established.

Students who commit to taking an exam(s) by the College Board Deadline must submit a \$40.00 dollar deposit for each AP Exam that they wish to take. The District will cover the remaining cost of the exam order until the start of the Exam Window, at which time the remaining \$54.00 cost of each exam must be paid to the District by the student.

As has been done previously, the District will cover the entire cost of an exam(s), including reimbursement of deposits, for students who meet certain academic requirements and commit to taking the exam by the October Order Deadline. At no time will the District be responsible for any Late Order Fees or Restocking Fees.

If a student does not meet the academic requirements, the student will have to pay the remaining amount of the cost of an exam(s); approximately \$54.00 per exam.

Students who ordered an exam(s) then choose not to take an

exam(s) during the test window will forfeit their \$40.00 deposit for each AP Exam not taken; College Board is billing this a Restocking Fee. Finally, any student who chooses to take an exam after the AP Exam Order deadline must bear the entire cost of the Exam, including an additional \$40.00 Late Order Fee, making the total cost of an exam(s) to be \$134.00.

Students who have paid the entire cost for an exam(s) out of their own pocket and Score 3 or higher on an exam(s), the student will be eligible for reimbursement of a percentage of that exam cost; except for any late order fees that may have been applied by the College Board. As always, College Board does have a process for AP Exam cost reduction based on financial need.

**Currently Wyoming Area offers the following A.P. Courses:**

- A.P. ENGLISH LANGUAGE AND COMPOSITION
- A.P. EUROPEAN HISTORY
- A.P. AMERICAN HISTORY
- A.P. AMERICAN GOVERNMENT & POLITICS
- A.P. CALCULUS A/B
- A.P. BIOLOGY
- A.P. CHEMISTRY
- A.P. PHYSICS C/MECHANICS
- A.P. COMPUTER

**Dual Enrollment**

The Wyoming Area School District does provide students with the opportunity to take college courses while still in High School. This opportunity is possible in conjunction with local colleges and universities such as Luzerne County Community College, Wilkes University and King's College. Students who are interested in participating in Dual Enrollment are encouraged to speak with their Guidance Counselor.

Please note that the offerings of our partner institutions may limit a student's ability to take classes offered at the Secondary Center and we cannot guarantee that any specific course or time slot will be available. We will endeavor to be flexible with students and families to make opportunities available.

### **Individualized Education Program**

Students who are identified as exceptional or gifted may be assigned special activities not ordinarily provided in the general education program. Parental approval is necessary for this program to be implemented.

### **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.

## **GRADE REPORTING/G.P.A./ CLASS RANK**

### **GRADE REPORTING**

Student report cards will be made available online through CSIU unless otherwise stated via a letter to the principal and/or guidance department at the beginning of the school year. The grading system currently in effect at Wyoming Area High School is as follows:

<b>Percentage Score</b>	<b>Letter Grade Equivalence</b>
100-95	A
94-90	A-
89-85	B
84-80	B-
79-75	C
74-70	C-
69-65	D
65- Below	F
S	Satisfactory
U	Unsatisfactory

W	Withdrew from Course
I	Incomplete
P	Passing
F	Failing

## WEIGHTING OF GRADES

Honors\* and Advanced Placement (A.P.) courses offered at the high school level have been assigned a weight factor to indicate the level of difficulty of that particular course. This weight factor will be used in the determination of a student's class rank. (\* for Class of 2022 and beyond)

## GRADE POINT AVERAGE CALCULATIONS

At the Wyoming Area Secondary Center a student's **Course Average** is determined by multiplying a student's **Course Grade** by the **Credit Value** for the course. To determine a student's **Cumulative Average**, the **Course Average** is totaled and divided by the number of attempted credits. Please see example listed below

Course	Course Grade	Credit Value	Course Average
Math	95	1.0	95
English	95	1.0	95
Social Studies	95	1.0	95
Science	95	1.0	95
Physical Ed.	95	.34	32.3
Foreign Lang.	95	1.0	95
Elective	95	.50	47.5
Elective	95	1.0	95
	<b>TOTAL</b>	<b>6.84</b>	<b>649.8</b>

Total Course Average 649.8 divided by Attempted Credit 6.84 equals a 95.0 Cumulative Average

## **Class Rank**

Class rank is based on a formula that uses a student's cumulative average, a multiplier of credits earned and extra points added for A.P. courses. The formula produces a weighted class rank value for each student. These values are then compared to students in each individual grade producing a rank order that identifies the class rank position of each student within their graduation class. Class rank value is calculated on a yearly basis and is completed at the end of each school year.

## **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.

## **Progress Report**

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 a progress report will be completed through the CSIU Student Information System and made available on the Parent's CSIU Portal (a paper copy will be mailed to the home at the request of the Parent)

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.

### **Credit Recovery**

The Wyoming Area School District may offer a credit recovery 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 fee for each course. Interested students should contact their guidance counselor before school year's end for an authorization and approval form.

### **Tutoring Program**

A Tutoring Program is available to provide students with extra academic support. Please know this program solely depends on the availability and willingness of upperclassmen who are in excellent academic standing to serve as a volunteer tutor.

Tutoring sessions may occur during study halls or in the Library from 2:30-3:30 p.m. Sessions must be pre-arranged and approved by the Director of Curriculum who will send written notifications home with both the Student Tutor and Tutee.

Parent/Guardians will be required to sign off and return the approval letter to the Director of Curriculum prior to the start of the first session.

If you have any questions, please feel free to contact Robert Galella, the Director of Curriculum and Instruction, at 570-655-3733 ext. 2429 or [rgalella@wyomingarea.org](mailto:rgalella@wyomingarea.org).

## **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. It 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 or to verify the high school transcripts of the applicant.

### **American College Test (ACT)**

This 3.5-hour test covers four different subject areas: English Usage, Math Usage, Social Studies 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.

### **Armed Services Vocational Aptitude Battery (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.

### **CREDIT THRESHOLDS FOR STUDENTS IN GRADES 9 THRU 12**

To ensure that students make an adequate pace and progress towards graduation requirements, the following credit targets are in place (starting with the 2019-2020 School Year):

9th Grade (Freshman):	earned less than 4.99 credits
10th Grade (Sophomore)	earned 5.00 credits to 9.99 credits
11th Grade (Junior)	earned 10.00 credits to 15.99 credits
12th Grade (Senior)	earned more than 16.00 credits

Please be advised that students who do not meet the required credit targets will be retained in the previous grade. Students will be assigned to Homeroom Grade and Section based on their earned credit total, this may not affect other scheduled classes, but it will affect a student's participation in class activities (i.e. Prom, Semi-Formals, Homecoming Court, Fundraisers, Class Trips, etc.)

# 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:

- 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.
- Attending summer school may be a requirement.
- Students passing all subjects and attending school on a regular daily basis will be promoted to a higher grade level.
  - 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.
- 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.

- 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.
- 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.**

## **GRADUATION**

### **Requirements**

In order to earn a High School Diploma from the Wyoming Area School District, students must accumulate credits earned for successful completion of academic coursework. In addition, for students scheduled to graduate in the Class of 2019 and beyond, students are required to demonstrate proficiency on Keystone Exams in the following content areas: Literature, Biology, and Algebra I.

## Credit Accumulation

Students must earn a minimum of twenty-two (22) credits to qualify for graduation from Wyoming Area High School. The minimum requirements for graduation also stipulate that 17.2 credits must be earned as follows:

English	Social Studies	Mathematics	Science
4 Credits (1 per Year)	4 Credits (1 per year)	3 Credits	3 Credits
Health/Physical Education		Arts and Humanities	Electives
1.2 Credits (.4 in Health and .8 in Physical Education)		2 Credits	Remaining

## Obligations

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:

- District Property and Monetary Obligations: textbooks (or replacement), library books, library fines, overdue Food Services account, etc.
- Detention -All detention requirements must be satisfied by the end of May or the student will not be allowed to participate in graduation.
- Incompletes - No student who has an incomplete grade on his/her report card can graduate.
- Uniforms - All uniforms must be returned to the coach, advisor, or director on a date and time set by them.
- Suspensions falling on or during the day of graduation will not be allowed to take part in Graduation Exercises.

## **Honors**

These cumulative averages are required to qualify for Graduation with scholastic honors.

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

## **SCHOOL SERVICES**

### **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:

- 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.
- The bus driver is in complete authority on the bus and is to be treated with respect at all times.
- All students must be seated while the bus is in motion and remain seated until the bus comes to a complete stop.
- Destruction of property, swearing, smoking, or unruly behavior is prohibited.
- Trash is to be placed in the receptacle provided in the front of the bus.
- When exiting the bus, students must stay at least 10 feet in front of the bus to cross the street.
- 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 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.

## **FOOD SERVICE**

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

### **Meal Costs**

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.

If a family is having difficulty paying for their child(ren)’s meals, please contact the Food Service Department so that assistance can be offered to avoid excessive charges and large negative balances.

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

	Full Price	Reduced
Breakfast	\$1.70	\$0.30
Lunch	\$2.65	\$0.40

### **Excessive Account Balances**

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:

- A charge balance at any one time on paid reimbursable meals are placed at a maximum equal to that of three meals.

(For example: Secondary Lunch:  $\$2.65 \times 3 = \$7.95$  max. charge.)

- Breakfast and/or ala carte food items may not be charged at any time there is a negative balance.
- 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.)
- 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.
- If a student has an excess of three lunches charged to his/her account, the student will be provided with an alternate lunch choice. (i.e. sandwich, fruit, vegetable, and milk)
- **At no time will a student will be denied a school lunch.**
- Only reimbursable meals may be charged. Other items, such as snacks or A La Carte foods, cannot be charged.

Parents/Guardians may use the PayPams system (link found on the website) to make payment and check account balances at any time.

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 FOOD 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.**

## 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 chronic medical needs, 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.

### 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.





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

### **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.

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

- 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.
- The student will then be excluded to a parent/guardian of authorized party with written instructions to eliminate the condition.
- 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.
- 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.

#### **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.

## **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 7:35 am to 2:29 pm 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.

## **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.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

The SAP 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:

- Recognize students with problems.
- Refer students to appropriate agencies.
- Provide a line of communication between parents, students and teachers.
- Ensure the appropriate policies of the Wyoming Area School District are followed.
- Help promote an environment where students in crisis are at a minimum and are able to reach their fullest potential.
- 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, and the student themselves, and other school personnel. All information is held strictly confidential.

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

Physical Education Classes in Grades 9 thru 12 are graded as Pass/Fail. A rubric is used to determine the final grade for each marking period and final course grade.

### **Physical Education Pass/Fail Rubric**

<b>Student Dresses &amp; Participates:</b>	<b>Pass</b> More than 65% of the class periods	<b>Fail</b> Less than 65% of the class periods
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<p><b>Student does NOT Dress but Participates:</b></p>	<p><b>Pass</b> More than 85% of the class periods <b>(cannot walk in more than 4 class periods)</b></p>	<p><b>Fail</b> Less than 85% of the class periods</p>
<p><b>Student does NOT Dress &amp; does NOT Participate:</b></p>	<p><b>Pass</b> With medical excuse and completed assignment given by teacher OR With an excuse for school related activity</p>	<p><b>Fail</b> Does not dress, Does not participate, Does not complete alternative assignment</p>

**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.

**Dress Policy**

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

**Insurance Policy**

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



## **Physical Education Adapted Policy**

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

### **Miscellaneous**

- 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.
- Students are advised that the school is not responsible for lost or stolen money and/or valuables. Always lock your valuables in your locker
- Gum chewing is not allowed during physical education classes.
- No jewelry is to be worn during classes.
- If you get hurt, report it immediately to your instructor or to the physical education office — don't wait.
- Purposeful damage of Physical Education equipment will result in disciplinary action.
- No student is excused from Phys. Ed. to make-up work for another class, to take a test, or to go to guidance.
- FOR SECURITY REASONS: Students are not permitted to open any doors in/around the Gymnasium at any time.

## **SCHOOL PROCEDURES**

### **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:

- 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.
- 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.
- 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.

- Parents or designated persons must enter the school building to sign out ill students when they are excluded.
- When permission for dismissal has been obtained, the nurse will write a pass for the student to hand in at the principal's office.
- Students who are sent home ill may not return for extra-curricular activities that day, including athletic events and practices.
- Students not following procedure will be considered insubordinate and may face disciplinary action.

## **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.

## **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 a 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)

- Illness of student
- Death in immediate family
- Quarantine
- Court appearance
- Exceptionally urgent reasons which affect the child

All other reasons are considered unexcused. Parents/Guardian should be aware that many of the local communities have daytime curfew ordinances for students when school is in session. Violation of this ordinance results in monetary fines and/or other penalties imposed by the Magistrate.

## Absences

The following procedure should be followed in case of absence:

- All absences should be documented with an excuse submitted by a parent/guardian.
- **On the day a student returns from being absent, they should submit a written excuse signed by the parent/guardian or doctor to the secretary in the Wyoming Area Police Department so that it may be recorded in the student information system.**
- All excuses must be submitted within three (3) days of the students return to school.
- Absences cannot be marked excused after three (3) days.
- Students who accumulate ten (10) absences (regardless of excused or unexcused) must present a medical excuse for all absences after the tenth (10<sup>th</sup>) absence.

## **Absence Due to Appointments**

Students who have a medical/legal appointments shall not be marked absent if the student is less than half day absent and presents a verification of appointment 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.

## **Post-Secondary Institute/Military Recruitment Visits**

Students in their Junior and/or Senior Years may visit colleges, universities, and/or trade schools as well as visit with branches of the Armed Services to prepare for post-secondary planning.

Student absences to

## **Chronic Absenteeism**

Pennsylvania Department of Education regulations and Commonwealth of Pennsylvania Law changed at the start of the 2017-2018 school year. The following procedure shall be in place to comply with the new law.

- Students who accumulate three (3) unexcused absences will be determined to be truant. Their parent/guardian will be notified by letter of the absences and possible consequences if the child becomes habitually truant.
- Students who accumulate more than six (6) unexcused absences are determined to be habitually truant. The parent/guardian will be notified by letter of the absences and a Student Attendance Improvement Plan (SAIP) meeting will be scheduled and SAIP will be developed in conjunction with the student, family, school personnel, and school/community based agency.
- If the family is unwilling/unable to comply in the SAIP, a citation will be filed with the local magistrate for violating the compulsory attendance law.

- 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 extracurricular activities conducted that day.

If a student is absent from school during a semester for a total of twenty (20) or more school days, the student will lose eligibility to participate in all co-curricular and/or extra-curricular activities until the student attends school for a total of forty-five (45) school days following the twentieth (20<sup>th</sup>) absence.

### **Attendance and Tardiness**

Students are not to be counted tardy whenever a bus arrives late.

Students who miss their bus should be counted tardy and/or absent the same as non-bus students, when it is reasonably on schedule.

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.

Students who are 18 years or older are not permitted to submit absence or tardy excuses on behalf of themselves and are not permitted to submit early dismissal requests on their own behalf.

### **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.

Students who arrive late to school will only be marked with an excused tardy when there is an excuse submitted for an urgent and legitimate reason such as a medical, dental, or legal appointment

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 may result in additional discipline consequences.

Chronic tardiness may contribute to academic difficulties and it may lead to the loss of student privileges and/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.

### **Early Dismissal**

Any student who must leave early for a legitimate reason, such as a medical appointment, college interview, or court appearance should bring an excuse to the Main Office on the day before the appointment. The excuse should include the students first and last name, the parent/guardian's full name, and a signature and phone number. Any or all appointments may be verified by administration.

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.

Parents/Guardians are advised that the office cannot accept Early Dismissal requests via email or fax. It should also be noted that parents/guardians may be called to verify early dismissal requests at the discretion of the Attendance Officer and Administration. Students will not be dismissed unless a early dismissal request can be verified with the parent/guardian.

### **Attendance Coding for the Student Information System**

Beginning on December 4, 2017 student attendance will be tracked as follows:

- Students who arrive after 7:50 am and before 9:45 am will be marked LATE
- Students who arrive after 9:45 am will be marked ABSENT ½ Day for the Morning
- Students who are dismissed between 11:00 am and 1:00 pm will be marked ABSENT for the ½ Day for the Afternoon
- Students who are dismissed after 1:00 pm will be marked as an EARLY DISMISSAL
- Students who are dismissed and return to school will be marked accordingly

### **Prolonged Absences/Assignments**

Any student who is absent should call the Homework Hotline. If the absence will be for an extended period of time, the parent or guardian should contact the Principal's Office as soon as possible so that arrangements can be made to prevent the loss of instructional time.



## **CELLPHONES AND EAR/HEADPHONES**

In an effort to provide more a more focused classroom environment, we are establishing an expectation for cell phones and earphones.

All cell phones are to be turned off and placed upside down either on the student's desk or other established area of the classroom during the entire school day (7:45 am to 2:29 pm); including Homeroom, Study Halls, and all Academic Classes.

Students should not use their phones unless explicitly instructed to do so by the classroom teacher and only for a sanctioned educational activity.

In addition, students should not have headphones, earbuds, AirPods, etc. in their ears or hanging from their bodies during the school day. Students will be permitted to use their cell phones in the cafeteria during their assigned lunch periods.

Finally, we are asking that parents/guardians be respectful of our students' class schedules and ask them to not text, message, or call your child during the school day, except for their scheduled lunch period. If you need to contact your child, please call the Secondary Center Office and we pass a message along to your child

## **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:

- 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.

- For safety reasons, students should not have ear buds and/or air pods in their ears during a fire drill.
- All classroom windows and doors are to be closed and all lights turned off.
- Teachers are to accompany their groups outdoors. Once outside, the groups shall move to a safe distance from the building.
- The teachers will then take roll to account for every student under his or her supervision.
- When the signal is given, all teachers and students will return promptly to their classrooms.

## **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.

## **SCHOOL CLOSING OR DELAYS**

### **Cancellation**

The decision to cancel school is generally made by 6:30am. Families and the community will be notified of a decision to cancel school through the School Messenger System. This decision may also be announced on local radio and TV stations as well as through social media sites.

Days lost because of closings may be made up based on the announced school calendar.

### **Delayed Opening**

The decision to delay school is generally made by 6:30am. Families and the community will be notified of a decision to cancel school through the School Messenger System. This decision may also be announced on local radio and TV stations as well as through social media sites.

- If there is a one-hour delay, homeroom will begin at 8:50 am for grades 7-12.
- If there is a two-hour delay, homeroom will begin at 9:50 am for grades 7-12.

### **Early Dismissal**

School may be dismissed early because of impending/adverse weather or other urgent reasons. The decision to dismiss early is made as soon as possible and is announced in the same manner as cancellation and delayed openings.

### **STUDENT PARKING**

- Students should only park on school property. Students are not permitted to park on Memorial Street or other streets in/around the Wyoming Area Secondary Center. Student parking is by PERMIT ONLY. The parking privilege is administered through the Principal's Office, where applications may be obtained.
- 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.
- 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.

- Students who drive to school must obey all safe driving laws, in particular on Memorial Street and on Penn Avenue in front of the Wyoming Area Kindergarten Center. 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.
- Any abuse of the above regulations will be cause for suspension of the parking privilege.
- Chronic attendance concerns may result in revoking parking privileges.
- Parking on School Property is a privilege and a student's parking permit may be suspended or revoked at the discretion of the administration.

## **FACILITIES USE**

Student organizations, clubs and parent organization are permitted to use Wyoming Area Facilities based on the Facilities Use Policy. Information about facilities use are found on the Wyoming Area website.

## **VISITORS**

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

- All visitations must be for business or educational purposes only. During school hours, no social visitations are authorized.
- Upon entering the high school building, all visitors must report directly to the reception desk and processed through the Visitor Management System
- All Visitors are subject to security screenings

- A visitor's pass will be issued at the discretion of the Administration. Visitors will be escorted in the building at all times by a district employee.
- Before leaving the building, visitors shall return the visitor's pass to the reception desk and sign out.
- Any person or representative of any organization willfully violating any of these regulations may be prosecuted.

### **Acceptable Use Policy For Computing/Internet Access**

The Board supports the use of computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes wired or wireless Internet access or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **CIPA**

The Children's Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to offensive content over the Internet on school and library computers. CIPA requirements include the following three items:

1. Technology Protection Measure – A technology protection measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are

obscene, child pornography, or harmful to minors with respect to the use of computers with Internet access by minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. For schools, the policy must also include monitoring the online activities of minors.

2. Internet Safety Policy – The Internet safety policy must address access by minors to inappropriate matter on the Internet. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including “hacking” and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal information regarding minors, and measures designed to restrict minors’ access to harmful materials.
3. Public Notice and Hearing – The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing to address a proposed technology protection measure and Internet safety policy.

## **Child**

The term child means an individual under the age of 13 defined in the Children’s Online Privacy Protection Act of 1998 (COPPA).

The term child pornography is defined under both federal and state law.

## **Child Pornography**

Under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced

by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such an act.

### **COPPA (Children's Online Privacy Protection Act)**

Applies to the online collection of personal information by persons or entities under U.S. jurisdiction from children under 13 years of age. It details what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent or guardian, and what responsibilities and operator has to protect children's privacy and safety online including restrictions on the marketing to those under 13.

### **Educational purpose**

Includes use of information technology tools, network resources, and Internet access for classroom activities, professional or career development, and to support the school district's curriculum, policy and mission statement.

### **Hacking**

Any attempt to gain unauthorized access (or unauthorized access) to network resources or using district network resources to attempt

or to gain unauthorized access to other networks or computing resources.

The term harmful to minors is defined under both federal and state law.

### **Harmful to minors**

Under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors

Under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

### **HIPPA (Health Insurance Portability and Accountability Act)**

- pertaining to the Privacy Rule for Protected Health Information. The Protected Health Information is any information about health status, provision of health care, or payment for health care that can be linked to a specific individual.



## **Illegal activities/uses**

Any use of network resources which violates a municipal ordinance, or local, state, or federal law, including those activities relating to intellectual property rights, trade secrets, the distribution of obscene or pornographic materials or the Family Educational Rights and Privacy Act.

## **Information technology**

Any electronic device, computer hardware and software, operating systems, web-based information and applications, telephones and other telecommunications products, video equipment and multimedia products, information kiosks and office products such as photocopiers and fax machines.

## **Network resources**

1. Computer hardware and software, electronic connections, electronic devices and other information technology tools used for information processing, as well as peripheral devices connected to these tools.
2. Network bandwidth including Internet bandwidth and other devices necessary to facilitate network connectivity such as e-mail services, file servers, routers, switches, hubs, firewalls, premise wiring, network data ports, etc.
3. Computers hardware and software, electronic connections electronic devices and other information technology tools used on district property or used off district property that impacts the district or causes a disruption to the educational environment, or when such use comes in conflict with the Student Code of Conduct or district policy, whether or not such tools are owned by the district and whether or not they are

connected physically or wirelessly to the district's information network(s).

4. Computers, electronic connections, electronic devices and other information technology tools while they are connected remotely (from home or elsewhere) to the district's network.

### **Obscene**

any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

### **Online collaboration**

Using site-based or web-based technology tools to communicate and work productively with other users to complete educationally relevant tasks.

### **Personal use**

Incidental personal use of school computers is permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations or with other system users.

## **Staff**

Includes administrative, teaching, support and volunteer personnel employed by or voluntarily affiliated with the Wyoming Area School District.

## **Technology protection measure**

A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

- Defamatory.
- Lewd, vulgar, or profane.
- Threatening.
- Harassing or discriminatory.
- Bullying.
- Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledge awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

## **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or access an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.

2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minor's access to materials harmful to them.

## **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.

11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software, and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

## **Security**

System security is protected through the use of passwords. Failure to adequately protect or update password could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee name.



3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **Copyright**

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

## **District Website**

The district shall/may establish and maintain a website and shall develop and modify its web pages to present information about the district under the director of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

## **Consequences For Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

### **BYOD or Guest Network Policy**

This Policy is a guide to the acceptable use of the Wyoming Area School District guest network. This is a rate limited, content filtered, and restricted network. Any individual connected to the guest network in order to use it directly, or to connect to any other network(s), must comply with this policy and the existing Policy #815. The following guidelines will be applied to determine whether or not a particular use of the Services is appropriate:

1. Users must respect the privacy of others. Users shall not intentionally seek information on, or represent themselves as, another user unless explicitly authorized to do so by that user. Nor shall Users obtain copies of, or modify files, other data, or passwords belonging to others.
2. Users must respect the legal protection applied to programs, data, photographs, music, written documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.
3. Users must respect the integrity of other public or private computing and network systems. Users shall not intentionally develop or use programs that harass other users or infiltrate any other computer, computing system or network and/or damage or alter the software components or file systems of a computer, computing system or network.

4. Use should be consistent with guiding ethical statements and accepted community standards. Use of the Services for malicious, fraudulent, or misrepresentative purposes is not acceptable.
5. The Services may not be used in ways that violate applicable laws or regulations.
6. The Services may not be used in a manner that precludes or significantly hampers network access by others. Nor may the Services be used in a manner that significantly impairs access to other networks connected to the House network.
7. Connections which create routing patterns that are inconsistent with the effective and shared use of the Services may not be established.
8. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment.
9. Repeated, unsolicited and/or unwanted communication of an intrusive nature is strictly prohibited. Continuing to send e-mail messages or other communications to an individual or organization after being asked to stop is not acceptable.
10. By using guest network, you agree to hold the Wyoming Area School District harmless for any damages that may result from access to the Internet or inappropriate usage.

## **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 interference 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.

## **STUDENT RIGHTS**

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

- 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.
- 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.
- 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.
- 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.

- 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.
- 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.

## **STUDENT RESPONSIBILITIES**

The following students' responsibilities are stated in the Pennsylvania School Code:

- 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.
- It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner 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.
- 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 repeated, it is in full effect.

- 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.
- 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.
- 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.
- Students should pursue and attempt to complete satisfactorily the course of study prescribed by state and local authorities.
- No student should bring large amounts of money, jewelry or valuables to school. The school district is not responsible for lost or stolen valuables.

## **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**

- 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.
- All food or drink must be consumed inside the cafeteria. No food, soda, or milk cartons may be taken into the halls or outdoors.
- 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.
- 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.
- 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 "booning" or "name-calling" is discourteous and unsportsmanlike. 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.

## **STRUCTURED DRESS CODE (REVISED JULY 2019)**

The intent of this policy is to ensure that our students dress appropriately, are not disruptive to the educational process, and do not compromise the safety and security of our school. While requiring a specific type of clothing, it is not our purpose to

interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn; must be the foremost objectives of our school.

*Pants:*

- Pants must be casual/dress/corduroy or denim jeans of a solid color.
- Pants must be sized to fit the student
- Pants must be secured at the waist
- Cargo pockets are not permitted
- The following types of pants are not permitted
  - Cargo pants/shorts
  - Baggy/Skateboard pants
  - Extra wide/Extra full pants
  - Military fatigues (NO camouflage)
  - Sweat pants
  - Wind pants
  - Flannel pants
  - Yoga, stretch, or spandex pants or leggings (can only be worn under a length appropriate dress or skirt)
  - Faux jeans (Look Alike jeans) are not permitted

*Skirts/Dresses:*

- All skirts/dresses must extend to the top of the knee.
- All dresses must cover from the collar bone to the base of the torso.
- Cargo pockets, not permitted.

*Shirts:* Acceptable shirts include:

- Striped, Print and Solid Color Polo shirts (short or long sleeve), Henley/shirts, Casual button shirts, (short or long sleeve), and Tee Shirts are permitted.
  - All Shirts are limited to a 3 inch by 3 inch logo; NO OTHER Graphics are permitted on the front, back, sides, or sleeves of shirts
  - All shirts must cover from the neck to the shoulder and collar bone to the waist as not to expose midriff
  - Only the top two buttons of a shirt are permitted to be unbuttoned.
- Military camouflage shirts are not allowed
- Tee shirts are not permitted to be worn over collared shirts.
- Zippered shirts and camisoles are not permitted

*Sweatshirts/Sweater/Turtlenecks:*

- Long –sleeved crew-neck or V-neck sweatshirts, and sweaters, may be worn with an approved shirt underneath
  - All Sweatshirt/Sweaters are limited to a 3 inch by 3 inch logo; NO OTHER Graphics are permitted on the front, back, sides, or sleeves of shirts
  - All shirts must cover from the collar bone to the waist as not to expose midriff
- Turtlenecks are permitted.
- Hooded sweatshirts are absolutely not permitted to be worn during the school day
- Cardigan sweaters, are not allowed unless an approved shirt is worn underneath.

*Shorts:*

- Shorts may be worn
- Knee length, two or four pocket dress shorts, ONLY.
- Athletic and Cargo shorts are not permitted.

*Belts:*

- No emblems or logos are permitted.
- Belt buckles must not exceed size of 2" x 2".

*Shoes:*

- Shoes/sneakers must be worn at all times.
- Flip-flops, slides and shoes without backs are not permitted at any time during the school day
- Any footwear that poses a safety hazard is not permitted, i.e. any sole or heel over a 3 inch height.

*Jackets:*

- "Track jackets" and "blazers" are the only type of jacket that is permitted to be worn. The track jacket should have an approved shirt underneath.
- Outerwear can only be worn to and from school and will be stored in the school lockers.

*Additional Articles of Non-compliance:*

- No hats or caps may be worn inside school building.
- Professional athletic jerseys of any kind are prohibited.
- Exposed underwear of any kind, including see through clothing are strictly prohibited.
- No chains, dog collars or spike bracelets/necklaces.
- No clothing or article deemed offensive, sexually suggestive, condoning violence, drug/alcohol/tobacco use, suicide or vulgar language is permitted.
- No sunglasses may be worn except for documented medical reasons.
- No torn/ripped clothing.

*Special Groups:*

- Special Group attire may be worn on designated days with administrative permission and must conform to all rules of decency.

*Dress Down Days:*

- Dress down days may be scheduled throughout the school year for special circumstances.
- Ripped clothing, cargo pants and shorts, hooded sweatshirts and military fatigues are not permitted at any time on these days.

*Special Events:*

- Dress during special events, such as spirit day, dress-up days, field days, etc. the dress code will be adjusted or deemed appropriate to administration.

Backpacks, sackpacks, tote bags, excessively sized purses may be carried to and from school. They aren't permitted to be carried in the hallways, to and from class. All "packs" MUST be kept in student's lockers while school is in session

NOTE: The above dress code may be amended at any time at the discretion of the Wyoming Area School Board

If parents are unsure which attire is appropriate, please call an administrator at the high school. At all times, appropriate attire for school and school activities must be observed. No specific standards are needed beyond those of safety, decency, cleanliness, good grooming and non-interference with teaching and learning.

\*This dress code policy is implemented for grades 7 through 12.

If in doubt, don't wear it to school!

Parents or legal guardians who object to the policy based on religious or medical grounds must present to the building principal a signed letter detailing the reason for the objection. The parent or legal guardian and the building principal will meet to discuss the exemption.

School officials do reserve the right to individually review the students dress and if found unacceptable, can quietly and privately attempt to settle the problem. When necessary, students deemed will be sent home to change or other appropriate actions will be taken to correct the situation.

The administration of Wyoming Area School District shall suspend any and all pupils who shall persist in disregarding any of the guidelines listed and each suspension shall continue until such time as the student presents him/herself 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.

*This Dress Coded was Adopted on July 12, 2016 (revised July 2019)*

## **CODE OF CONDUCT**

### **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/essays, 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 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:
  - Law Enforcement
  - The Superintendent
  - Parent/Guardian 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.

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.

## **ANTI-BULLYING**

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 apps, or social media sites.

## **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/ Interventions**

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.

## **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.

## **SMOKING**

### **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. Authority (Act 168 of 1988)

### **Definitions**

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

Smoking - includes the possession of a cigarette, electronic cigarette, cigar, pipe or other smoking equipment.

Tobacco Use - includes possession and/or the use of smokeless tobacco in any form. (Including electronic cigarettes and Vapes)

The Commonwealth of Pennsylvania prohibits tobacco possession including electronic cigarettes/vapes by pupils in school buildings, school buses, and on school property owned by, leased by or under the control of a school district.

The enforcement of this policy shall be the responsibility of the building Principal and administration.

## Procedures

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.

Employees and visitors shall be informed by newsletter, newspaper releases and on posters or other efficient means of designated smoking and nonsmoking areas.

Any individual who violates this policy will be subject to disciplinary vacations, including a fine of \$50.00 per State and Municipal Code.

## OFFENSES AND CONSEQUENCES

The following tables serves as a list of violations and consequences is a guideline for student discipline. **Administration reserves the right to make modifications at its discretion.**

LEVEL I - 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.				
EXAMPLES OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b>MISCONDUCT</b>				
Cell Phone Violation	Warning	1 detention	3 detentions	1 day ISS
Disrespectful Behavior	1 detention – 1 day ISS	2-3 days ISS	1 day OSS	
Disruptive Behavior	1 detention	1-3 days of ISS	1-3 days OSS	
Disruptive Behavior in ISS	1 day OSS, Poss. Citation	2 days OSS, Poss. Citation	3 Days OSS, Poss. Citation	
Dress Code	Change of attire required or placed in ISS; Parental Contact	Change of attire required or placed in ISS; Parental Contact	1 day of ISS/Parental Contact	
Gambling	Warning / confiscation of materials / parental contact	1 day ISS	3 days ISS	1 Day OSS, possible citation

Insubordination to Administrator	1 day OSS/ Parental Contact	3 detentions	1 day ISS	
Insubordination to Teacher/Staff	1 day ISS-3 days OSS / Parental Contact, Poss. Citation			
Play Fighting	1 day ISS	3 days ISS/ Parental Contact	1 – 3 days OSS/ Parental Contact	
Public Display of Affection	Warning	3 days OSS/ Parental Contact/	5 days OSS/ Parental Contact	
Rude, discourteous	2 detentions	3 days ISS / Parental Contact	1 day OSS / Parental Contact	3 days OSS / Parental Contact
Throwing Objects in Class/Hall/Bus/Cafeteria	1 day ISS to 3 days ISS	3 days ISS	1 day OSS	
<b>PASS VIOLATIONS</b>				
Abuse of Hall Pass	Warning	2 Weeks Hall Restriction	1 Marking Period Hall Restriction	
<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 Property w/out Permission	3 days ISS/ Parental Contact/Possible School Police			
Detention Cut	1 additional detention / ISS	Make up detentions / ISS		
Class Cut / Leaving w/o Permission	1 day ISS	2 days ISS	3 days ISS	
<b>VEHICULAR VIOLATIONS</b>	<i>UNREGISTERED VEHICLES PARKED ON SCHOOL PROPERTY - TOWED @ STUDENT / OWNER'S EXPENSE</i>			
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 in Unauthorized Areas on School Property	Warning by Administration/School Police		Privilege Revoked	
Parking on School Property Without Permit	Warning by Administration/School Police		Privilege Revoked	
Parking in Staff or Unauthorized Areas				
<b>EXAMPLES OF OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
SMOKING				
Observed Use of Tobacco products on School Property including electronic cigarettes	3 days OSS/ confiscation of materials/ Parental Contact/ Possible citation and referral to district justice			
Display / Possession of Smoking Materials including electronic cigarettes	1 day OSS / confiscation of materials/ Parental Contact/ Possible citation			
<b>DISHONESTY</b>				
Forgery / Lying	1 day ISS	1-2 days ISS	2 days OSS	Referral to superintendent for expulsion
Cheating/ Plagiarism	1 day ISS, no credit for test or assignment			
Theft / Receiving Stolen Property	1-3 days ISS / referral to police / restitution			
	3 OSS days / referral to police / restitution	4-10 days OSS/referral to police/ restitution		
Computer Misconduct	Administrative decision	Administrative decision	1-2 days ISS or administrative decision	2 days OSS or administrative decision
<b>GENERAL MISBEHAVIOR</b>				
Destruction of School Property	Discipline determined by seriousness – 1 day OSS to 10 day OSS, plus restitution			
Circumvention of Security Measures (bringing contraband into the building through security screenings)	1-3 Days OSS (in addition to other consequences for other Code of Conduct violations)			
Disruptive Materials (, i.e.: snappers, noise makers, odor emitting sprays/devices, etc.)	1-2 ISS / Confiscation of materials / Returned to parents	2-3 ISS	2 OSS	3-10 OSS / referral to superintendent / referral to police
Fire Drill Violation	Discipline determined by seriousness – 3 days ISS to 5 days OSS, Possible School Police			

Abusive / Obscene/ Foul Language	1 – 3 days of ISS	1 – 3 days of OSS	3 - 10 days of OSS
Pulling Fire Alarm	5 days OSS to 10 days OSS, Possible School Police		
Rude / Inappropriate Comments or Symbols	Warning, administrative discretion	ISS / administrative discretion	OSS / administrative discretion

EXAMPLES OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
ATTENDANCE				
Tardiness to class/Tardy Unexcused to School	7 Unexcused tardies = 1 after school detention	10 unexcused tardies = 2 after school detentions	Every 3 subsequent unexcused tardies will result in additional day of detention	20 Unexcused tardies = 1 day of ISS
Truancy	unexcused absences - letter sent home/SAIP meeting scheduled	unexcused absences – Citation Filed	Truancy Court	

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.

LEVEL III - 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
Verbal Confrontation	1-3 days ISS	3 days OSS	4-10 OSS/referral to police	
Physical Confrontation	Discipline determined by seriousness – 1 day OSS to 10 days OSS, Possible School Police			
Fighting	Discipline determined by seriousness – 3 days OSS to 10 days OSS, Possible School Police			
Harassment	Discipline determined by seriousness – 3 days OSS to 10 days OSS, Possible School Police			

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 days OSS / Administrative decision			
Threats on Student/School District Employee	Discipline determined by seriousness – 1 day OSS to 10 days OSS, Possible School Police			

<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.				
EXAMPLES OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Arson	Immediate Full Suspension (4-10 OSS) and Referral to Superintendent			
Assault on Student/School Employee				
Bomb Threat				
Bullying				
Computer Hacking / Internet Misuse Related to School Personnel or Students / Tampering with the School Web Site				
Creating / Risking a Catastrophe				
Extortion				
Possession and/or Use of Alcohol	Refer to District Policy			
Possession and/or Use of a Controlled Substance	Refer to District Policy – 10 days OSS			
Possession of Drug Paraphernalia	Refer to District Policy			
Possession / Use / Transfer of Explosive or Incendiary Devices, Smoke Bombs, et al.	Refer to District Policy			
Possession / Use / Transfer of Guns, Fire Arms, Look-Alikes, and Other Dangerous Weapons	Refer to District Policy			
Vandalism, Theft, Burglary - Cost more than \$100.00	Immediate Full Suspension (4-10 OSS) and Referral to Superintendent			

## Detention

Detention is scheduled through the Main Office and the Administration. Detention is a thirty (30) minutes from 2:35 pm to 3:05 pm. Students must bring work or reading material. The use of cellphones or other electronic devices is not permitted during detention. In addition, students will not be permitted to sleep during detention.

## **Out of School Suspension (OSS)**

There are offenses in the student Code of Conduct that necessitate that a student be excluded from attending school. Students may be suspended out of school for up to ten (10) days for a variety of reasons.

A student who is suspended out of school is not permitted to be on school property during the period of suspension (except for conferences/meetings with administration when accompanied by a parent/guardian).

Further, the suspended student may not attend/participate in any classes, school functions, school events, athletics, clubs, and/or organizations during the period of suspension.

Students who are members of athletic teams, school clubs, and/or student organizations, may face additional penalties within those organizations based on the procedures of the group and at the discretion of the coach/advisor.

## **Offenses Leading To Out Of School Suspension (Oss)**

Acts of incorrigibility, insubordination, or other bad conduct may be grounds for exclusion from school; including, but not limited to:

- Profanity, obscene gestures, or vulgar language.
- Persistent disobedience.
- Defacing or damaging school property.
- Moral offenses.
- Engaging in rioting or fighting.
- Violation of Controlled Substance Policy
- Violation of Tobacco Policy
- Verbal and/ or written threats
- Larceny
- Circumventing Security Measures

- Defacing or damaging private property on the way to or from school, or other unlawful acts.
- Physical abuse to school personnel or other students to, from, or in school.
- Interference with or distractions to the educational process (e.g.: dress that the administration deems inappropriate)
- Truancy, cutting classes, or leaving school without permission.
- Actions on a school bus that endanger the health, safety, or property of a student, teacher, bus driver, or chaperone.
- Actions at extra-curricular activities that affect the health, welfare, and safety of students, spectators, and participants.

### **In School Suspension (ISS)**

A student who receives in school suspension 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.

Students who are members of athletic teams, school clubs, and/or student organizations, may face additional penalties within those organizations based on the procedures of the group and at the discretion of the coach/advisor.

### **Offenses Leading To In School Suspension (Iss)**

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:

- Upon entering, the student will be seated and remain absolutely quiet.

- 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.
- Talking to another student is not allowed. Keep eyes on work unless the ISS instructor gives direction or asks a question.
- 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).
- Ask permission (by show of hand) to:
  - address the teacher
  - receive assistance from the teacher in completing an assignment.
- Students will walk to the restroom only as a group and under the supervision of the teacher.
- 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.
- Writing notes, doodling, or wasting time will not be permitted.
- Students will answer all direct questions with a polite, "yes" or "no."
- Students in ISS will follow all instructions.
- More than 3 times in ISS may result in OSS.
- Students absent while assigned to ISS will enter ISS upon returning.
- Misbehavior in ISS may result in OSS.

# DRUG AND ALCOHOL POLICY

## INTRODUCTION

The WYOMING AREA SCHOOL DISTRICT is committed to ensuring 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.

## 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.**

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, Preludin, Didrex, Tenuate, etc.

### **Depressants**

Barbiturates, Tranquilizers, Alcohol, Rohypnol

### **Hallucinogens**

Marijuana, PCP, LSD, Mescaline, Peyote, Psilocybi

### **Narcotics**

Heroin, Methadone, Codeine, Morphine, Meperidine, Opium 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.

### **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.

The student and parent(s) will be entitled to meet with the designated school administrator(s) at an informal hearing

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

## **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.

## **HANDLING DRUG RELATED INCIDENTS**

### **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.

### **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.

### **Disciplinary Procedures To Be Followed When Students 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: Acceptance of referral is a condition for student continuance in school. Additionally, student shall be required to accept and comply with ALL treatment recommendations.
- 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.

## **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.

## **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.

## **SPECIAL DISCIPLINE - EXTRA-CURRICULAR ACTIVITY**

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

## **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:

- For the first violation, suspension from school athletics for the remainder of the season.
- For a second violation, suspension from school athletics for the remainder of the season and for the following season.
- 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**

### **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.

### **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:

The Administration shall authorize the search and have a designee on hand while the search is taking place..

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

All school property such as lockers, classrooms, and storage areas may be searched.

1. All vehicles parked on school property may be searched.
2. Individual will not be subjected to a search by canines.
3. 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.

4. 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.

## **DRUG AND ALCOHOL ABUSE OUTSIDE SCHOOL JURISDICTION**

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.

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.

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.

### **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.

### **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.

### **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.

### **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.

# **SEXUAL HARASSMENT**

## **PURPOSE**

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

## **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 defined below.

## **DEFINITIONS**

Sexual Harassment 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.

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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
- 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
- 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.

## **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 affect 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.

## **EXTRA-CURRICULAR ACTIVITIES**

### **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:

- 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.
- Each student must be carefully examined by the school physician and his or her condition must be pronounced satisfactory.
- A certificate of consent signed by a parent or guardian must be filed with the high school Principal.
- Any student who has been absent from school twenty (20) days or more in a semester becomes ineligible to participate until they have attended school for forty-five (45) days.
- A student absent from school for a full day or the afternoon session without proper documentation (medical, dental, legal appointment) submitted to the Principal, Athletic

Director, and/or Head Coach will not be allowed to practice or compete in an athletic contest that day.

- Students who are sent home ill any time of the school day cannot return for athletic events or practices.
- All athletes must travel to and from athletic contests with the team unless permission is granted by the Administration and the coach to do otherwise.
- 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.).

### **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:
  - Participate during the senior year.
  - Be recommended by the coach or advisor of each activity and by the Principal (letter winner).
  - 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**

- During the senior year, a student athlete must complete the season to be eligible for a Senior Award.
- 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.
- A student athlete can participate and complete the season without receiving an award.
- If a student begins or starts a season but does not complete the season, they forfeit all awards.
- Seniors who qualify must be present at the program to receive their Senior Award.

### **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.

## **NOTICES TO PARENTS**

### **FERPA: NOTICE OF RIGHTS**

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:

- 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.

- 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.
- 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.

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

## **USE OF METAL DETECTORS**

In an effort to maintain high levels of safety and security for all members of the Wyoming Area Community, 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

- o Metal detectors may be used at random at times to be determined by the school principal.
- Notice of Use of Metal Detectors
  - o All persons entering a school of the school district may be required to submit to a metal detector test.
- Avoidance of Detection Process
  - o 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
  - o 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.
- Circumventing Security Scans
  - o A person's or student's attempt to circumvent metal detectors or security scans will result in disciplinary action and possible referral to Law Enforcement
- Selective Use of Detector
  - o 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.
  - o 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.

## **DISCLAIMER**

District policies and procedures are subject to periodic revisions and therefore the most current policies and procedures may not be reflected in this handbook.