STUDENT HANDBOOK

The Washington High School has traditionally had a strong sense of "Prexie Pride." This pride has been the bonding agent that has made everyone successful.

Creating relationships and working collaboratively will afford everyone the opportunity to be successful in school. To do so you must know the rules, your rights and responsibilities. We are providing this book to help you become a good citizen. Read it, share it with your parents, and use it.

The staff of Washington High School is determined to help our students have a good learning experience. In this handbook, we have included information describing your expectations as a junior high school student. Good learning requires good discipline. Good discipline is a result of good common sense – being kind, being respectful, and being responsible. The teachers, counselor, and principal are available to help you in all these matters.

Working together we can make our mission a reality. A reality that "Prexie Pride" is something you earn and can only be found in the Washington School District. Take this opportunity to seize it, develop it, and pass it on to the future.

WASHINGTON HIGH SCHOOL
Administration and Staff

This agenda belongs to:

NAME: _____

ADDRESS:_____

CITY/TOWN:_____ZIP CODE:_____

PHONE: _____

STUDENT NO.:_____

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Washington School District

311 Allison Avenue

Washington, PA 15301

(724) 223-5080

Mrs. Alisa King, *Superintendent*

Mr. Robert (BJ) Mihelcic, *Director of Curriculum & Instruction, and Assistant Superintendent*

Mrs. Emily DiNardo, *Business Manager*

Ms. Camilla Justice, *Director of Special Education*

Mrs. Anna Stanziano, *Assistant Director of Special Education*

Washington Jr.\ Sr. High School

Administration

Dr. Roylin Petties III, *High School Principal* 724-223-5080

Mr. Lou Magnotta, *Junior High Principal* 724-223-5060

School Counselors

Jessica Branagan (Grades 9-12, Last names M-Z)

Jacqueline Jaroszynski (Grades 9-12, Last names A-L)

Sadie Sabo (Grades 7-8, Junior High)

(724) 223-5079

Washington School District provides a caring and supportive learning community in which members challenge and motivate each other to become proficient, honorable citizens and productive life-long learners.

Board of School Directors

President: Mrs. Tara Sparks-Gatling

Vice-President: Mrs. Amy Roberts

Treasurer: Mrs. Jennifer Ewing

Mrs. Rhonda Barnes

Mr. John Campbell

Mr. Rodney Jones

Mr. Eric Bird

Mrs. Pamela Kilgore

Mrs. Kimberly Kelley

Secretary: Mrs. Lisa Coffield

Washington Jr./Sr. High School Administration and Office Staff

Dr. Roylin Petties III, *High School Principal*

Mr. Lou Magnotta, *Junior High Principal*

Ms. Teresa Booker, *Dean of Students*

Michael Bosnic, *Athletic Director*

Mission Statement

Washington School District is committed to educating ALL students under the guidance of our dedicated staff members. Learners are provided with lifelong tools to navigate a course toward growth and advancement while collectively supporting and celebrating student, staff, and community achievements.

Student Assistance Program

The Student Assistance Program (SAP) is a team composed of school staff members who have been trained to identify students who are having trouble or whose behavior creates concern, and to begin a positive plan for intervention. Through SAP, the school, in cooperation with the family, can provide educational opportunities and environment whereby the student learns to assume the responsibility of becoming a contributing member of our society.

2025-2026 School District Calendar

WASHINGTON
SCHOOL DISTRICT
Draft

2024-2025 School Calendar
*Tentative calendar contingent upon WEA/WSD contract negotiations

JULY 2024

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 #
22	23	24	25	26 #
29	30	31		

Note:
Inclement weather days will be taken in the following order based on need: April 16 (1), April 21 (2), April 17 (3)
5 Flexible Instruction Days (FID) remain an option if necessary.

AUGUST 2024

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

15-16 New Teacher Orientation
19-20 District In-Service Days 1 & 2
21 Clerical Day #1
22 First Day of School

Teachers: 10 | Students: 7

SEPTEMBER 2024

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2 No School, Labor Day

Teachers: 20 | Students: 20

OCTOBER 2024

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

7 No School, District In-Service Day #3
25 End of **Quarter 1** (Day 45)

Teachers: 23 | Students: 22

NOVEMBER 2024

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

7 No School, Parent/Teacher Conference Day
8 District In-Service Day #4
27-29 No School, Fall Break

Teachers: 18 | Students: 16

DECEMBER 2024

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

23-31 No School, Winter Break

Teachers: 15 | Students: 15

JANUARY 2025

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1-3 No School, Winter Break
17 End of **Quarter 2** (Day 90)
20 No School, MLK Jr. Day
21 Clerical Day #2

Teachers: 19 | Students: 18

FEBRUARY 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

17 No School, Presidents' Day

Teachers: 19 | Students: 19

MARCH 2025

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

26 End of Quarter 3 (Day 135)
28 No School, District In-Service Day #5

Teachers: 21 | Students: 20

APRIL 2025

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

16 Inclement Weather Day #1
17 Inclement Weather Day #3
18 No School, Spring Break
21 Inclement Weather Day #2
22-25 PSSA Window (ELA)
28-30 PSSA Window (Math)

Teachers: 18 | Students: 18

MAY 2025

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 PSSA Window (Science)
5-9 PSSA Make-ups (Optional)
12-23 Spring Keystone Exam Window
26 No School, Memorial Day

Teachers: 21 | Students: 21

JUNE 2025

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

5 End of Quarter 4 (Day 180) Last Day of School
5 Commencement Ceremony
6 Clerical Day #3

Teachers: 5 | Students: 4

Bell Schedules 2025-2026

Daily Schedule

District Time	7:35-8:16
Period 1	8:20-9:11
Period 2	9:15-9:56
Period 3	10:00-10:41
Period 4A	10:45-11:26
Lunch A	10:45-11:15
Period 4B	11:19-12:00
Lunch B	11:30-12:00
Period 5	12:00-12:45
Period 6	12:49-1:30
Period 7	1:34-2:15
Period 8	2:19-3:00
Staff Dismissal	3:05

1-Hr Early Dismissal

District Time	7:35-8:16
Period 1	8:20-9:11
Period 2	9:15-9:56
Period 3	10:00-10:41
Period 4A	10:45-11:26
Lunch A	10:45-11:15
Period 4B	11:19-12:00
Period 6	12:49-1:10
Period 7	1:14-1:35
Period 8	1:39-2:00
Staff Dismissal	2:05

Assembly Schedule

District Time	7:35-8:16
Period 1	8:20-9:11
Period 2	9:15-9:56
Period 3	10:00-10:41
Period 4A	10:45-11:26
Lunch A	10:45-11:15
Period 4B	11:19-12:00
Lunch B	11:30-12:00
Period 5	12:00-12:45
Period 6	12:49-1:10
Period 7	1:14-1:35
Period 8	1:39-2:00
Assembly	2:04-3:00
Staff Dismissal	3:05

2 Hour Delay

District Time	9:35-10:16
Period 1	10:20-10:41
Period 4A	10:45-11:26
Lunch A	10:45-11:15
Period 4B	11:19-12:00
Lunch B	11:30-12:00
Period 5	12:04-12:45
Period 6	12:49-1:12
Period 7	1:16-1:39
Period 8	1:43-2:06
Period 2	2:10-2:33
Period 3	2:37-3:00
Staff Dismissal	3:05

FID Day Schedule

HR	10:16-10:20
Period 1	10:20-10:50
Period 2	10:52-11:22
Period 3	11:24-11:54
Period 4	11:56-12:26
Lunch	12:28-12:58
Period 5	1:00-1:30
Period 6	1:32-1:52
Period 7	1:54-2:24
Period 8	2:26-2:56

HS/JH Blended Schedule

District Time	7:35-8:16
HR	8:20-8:28
Period 1	8:30-9:11
Period 2	9:15-9:56
Period 3	10:00-10:41
Period 4A	10:45-11:26
Jr. Period 5	11:30-12:11
LUNCH A	10:45-11:15
Period 4B	11:19-12:00
Lunch B	11:30-12:00
Period 5	12:04-12:45
Jr. LUNCH	12:15-12:45
Period 6	12:49-1:30
Period 7	1:34-2:15
Period 8	2:19-3:00
Staff Dismissal	3:05

WASHINGTON COUNTY SCHOOL/BUSINESS EXPECTATIONS

1. Command of the English language
2. The ability to read well
3. The ability to write clearly and concisely
4. Demonstration of good oral communication skills
5. The ability to reason and solve problems
6. An understanding of basic mathematics
7. A knowledge of basic science and technology
8. A knowledge of social and economic studies
9. Good interpersonal skills
10. A positive personal work habit and attitude
11. Recognition of quality as the final product
12. Consistent punctual attendance

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Washington School District attempts to identify homeless students during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion that a student or family is homeless, they are required to alert the Homeless Liaison. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

• Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;

• Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;

• Living in emergency or transitional shelters;

• Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings.

• Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness are eligible for support and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

If you believe your child(ren) may qualify for this service, please contact:

Shelly Digon, Washington SD Homeless Liaison at digons@prexie.us, or call 724-223-5013.

Homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest. If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the

right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

For more information on homelessness visit the PA Department of Education website at www.education.pa.gov

COMMUNITY STANDARDS

In collaboration with Washington Communities That Care (CTC), Washington School District is dedicated to reinforcing and modeling the following behavioral standards and/or expectations.

1. Respect individual rights
2. Speak with respectful language
3. Treat others property responsibly
4. Tolerate individual differences
5. Practice honesty and fairness
6. Honor all our children
7. Support and reach out to neighbors in need
8. Be a contributing member of your neighborhood/community
9. Honor a strong work ethic
10. Model respectful and responsible behavior
11. Treat elders with respect
12. Practice healthy living
13. Treat parents with respect
14. Value education and life-long learning
15. Be a friend to the environment

Public Notice of Special Education Services and Programs

CHILD FIND AND ANNUAL NOTICE TO PARENTS (CFR 300.125)

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

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protect handicapped students or eligible students, contact the appropriate district contact listed above.

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights regarding confidentiality of information that will be obtained during the process. Each school district shall also conduct awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district/IU (see contacts) and request an explanation.

Identification Activity

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in Pennsylvania, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that if found to cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness. In the case of a child that is of preschool age, developmental delay. In addition, Washington School District supports students who need Gifted Education (Chapter 16) and/or 504 Service Agreements (Chapter 15).

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

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: Review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

Each LEA's public outreach awareness system includes methods for reaching homeless children, wards of the state, children with disabilities attending private schools, and highly mobile children, including migrant children.

CONFIDENTIALITY (CFR 300.127)

If after screening and a disability is identified, upon your permission your child will be evaluated. A written record of the results is called an education record, which is directly related to your child and is maintained by the school districts. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable.

Washington School District will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

Washington School District protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records; training being provided to all persons using the information and; maintaining for public inspection a current list of employees' names and positions who may have access to the information. Washington School District will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, except general information such as your child's name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation.

As the parent of the child, you have a number of rights regarding the confidentiality of your child's records. You have the right to inspect and review any education records related to your child with respect to the identification, evaluation, and educational placement of the child, the provision of a free appropriate public education to the child, which are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting), before a hearing should you and your school

district disagree about how to educate your child who needs special education, and in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records.

You have the right to an explanation and interpretations of the records; to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records and; the right to have a representative inspect and review the records.

Upon your request, the school district will provide you a list of the types and location of education records collected, maintained, or used by the agency. Additionally, the school district may charge a fee for copies of records made in response to your request for copies except it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. The district will not charge a fee to search for or retrieve information.

You have the right to request the amendment of your child's education records that you believe are inaccurate or misleading or violate the privacy or other rights of your child. The school district will decide whether to amend the records within a reasonable time of receipt of your request. If the school district refuses to amend the records, you will be notified of the refusal and your right to a hearing. You will be given at that time, additional information regarding the hearing procedures and; upon request, the district will provide you a record hearing to challenge information in your child's education files.

Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

When a child reaches age 18, the rights of the parent with regard to confidentiality of personally identifiable information is transferred to the student.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education
Bureau of Special Education Division of Compliance
333 Market Street
Harrisburg, PA 17126-0333

The Department of Education will investigate the matter, issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved. Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

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

Gaskin Settlement The parties in the class action case of Gaskin et al. v. Commonwealth of Pennsylvania, Department of Education, et al. No. 94-CV-4048 (E.D.Pa.) (Judge Robreno) have reached a proposed settlement. A complete copy of this proposed settlement agreement may be reviewed at the following web sites: 1. www.pilcop.org 2. www.pde.state.pa.us. The School District will provide ongoing screening services.

Identification of Special Needs Children According to state and federal special education regulations, annual public notice to parents of children who reside within the school district is required according to child find responsibilities. The Washington School District is responsible for locating, identifying, and educating children who are in need of special education. This notice shall inform all parents throughout the Washington School District of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities and eligible young children. If a parent believes that their child may be eligible for special education, the parent should contact the Special Education Office at 724-223-5055. If anyone in the community is aware of a child with a disability such as Intellectual Disabilities, Blindness, Deafness, or a physical disability who is not attending school, please notify the Special Education Office.

It is the policy of the Washington School District that every child shall be provided with the opportunity for a free, public, and appropriate education. To the maximum extent possible, exceptional children shall be educated in the most appropriate physical, social, and academic environment available. Exceptional children shall be, as deemed individually appropriate, included in regular programs, placed in itinerant programs, and/or placed in part-time or full-time special classes as determined by the IEP Team.

To qualify as an exceptional student, a child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania Department of Education standards: Autism, Deaf/Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment.

The district provides identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services individualized to meet specific needs. These services are provided at no cost to parents in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefits.

To identify students who may be eligible for special education, various screening activities are conducted on an on-going basis. These screening activities include: a review of group-based data (cumulative records, enrollment records, health records, report cards, ability and achievement test scores); hearing, vision, physical and speech/language screening; and review by a building-level Multi-Tiered System of Support teams. When screening results suggest that a student might be exceptional, the district will seek parental consent to conduct a multidisciplinary evaluation (MDE). Parents who suspect that their child is exceptional may request a multidisciplinary evaluation at any time by a written request to the school principal or the Director of Special Education.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP), tri-annual multidisciplinary re-evaluation, supportive intervention in the regular class, supplemental intervention in the regular class, or in a special education itinerant, supplemental, and full-time special education class in a regular school, or placement in a full-time special education class at a location other than the regular school.

The extent of special education services, and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The Washington School District provide educational services for all eligible students either through district- operated classes, contracts with Intermediate Unit #1, or Approved Private Schools. Classes providing Learning Support, Life-Skills Support, Emotional Support, Physical Support, Multiple Disabilities Support, and Autistic Support are available for students at beginning school age through age 21, if necessary. The district provides related services, such as specialized transportation, speech therapy, occupational therapy, physical therapy, vision services, hearing services, social work services, etc. that may be required for the student to benefit from the special education program.

Parents of exceptional students should know that their children have the same rights to participate in extracurricular activities as do non-exceptional children.

Washington School District Student Service Contact:

Camilla Justice
Washington Park School
801 East Wheeling Street Washington, PA 15301
Phone: 724-223-5055 Email: justicec@prexie.us

Chapter 15 – Section 504

The Washington School District shall provide each protected, handicapped student enrolled in the district, without cost to the student or family, those related aids, services or accommodations which are needed to afford the student equal opportunity to participate in, and obtain the benefits of, the school program and extracurricular activities, without discrimination, and to the maximum extent appropriate to the student's abilities.

To receive services under a Chapter 15/ Section 504 Service Agreement, a student must be of school age and have a disability that impedes his or her learning. For more information, please go to PA Department of Education Implementation of Chapter 15: https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/022/chapter15/chap15toc.html

If you believe that your child may qualify for services, please contact your child's guidance counselor.

Chapter 16: Gifted Education

In accordance with Washington School District's mission statement: WSD is committed to educating ALL students under the guidance of our dedicated staff members. Learners are provided with lifelong tools to navigate a course toward growth and advancement while collectively supporting and celebrating student, staff, and community achievements. WSD offers a relevant, rigorous, and disciplined academic environment through a customized educational delivery. We cultivate learners who are engaged in pursuing a productive academic and social path. WSD's learning community achieves progress by empowering members to reach their full potential.

"Mentally-Gifted" refers to outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program (per PA Code). Gifted education for identified gifted students enables them to participate in acceleration or enrichment programs, or both, as appropriate, and to receive services according to their intellectual and academic abilities and needs. The Washington School District is committed to providing quality, gifted education services to all identified students throughout the district. All gifted support services operate under the guidelines of state (Chapter 16) regulations.

If you believe that your child may qualify for services, please contact your child's guidance counselor.

GENERAL PROCEDURES

ABSENCES

It is the responsibility of the student and parent/guardian to be familiar with the Washington School District Attendance Policy. As per this policy, students are limited to no more than **20** absences in a full year course and no more than **10** absences in a semester course. ***Unexcused*** *absences are applicable to the attendance policy*.
Days of absence not counted toward the policy are those "missed while on out-of-school suspension," "missed while on field trips or any school sponsored or initiated activities," or missed while "on homebound instruction or institutionalization" (see Exceptions to the Attendance Policy).

Furthermore, ***certain absences may be waived***. The policy allows that any student "with a chronic health condition or other serious problem may petition the High School Attendance Committee for a waiver to the attendance policy" (see "Attendance Policy Appeal Process").

A student who exceeds the allowed number of absences in a course will meet with the principal. The principal will evaluate the circumstances and make the decision whether a student's excuses are sufficient. If the principal deems the excuses are not valid, based on the policy, the student will receive ***no credit*** for the course and the grade for the course will be recorded as an ***Incomplete*** regardless of what letter grade had been earned prior to the student's exceeding the attendance policy.

A good attendance record is an excellent recommendation in and of itself for future school and career opportunities. The following are all LEGAL reasons for a student's absence:

- Student illness as verified in writing by parent or physician
- Death in the immediate family
- Quarantine
- Observance of a bona fide holiday in accordance with the student's religious beliefs
- Family educational trips and tours (approved in advance)
- Court appearance (written verification required)
- School sanctioned educational trips or tours
- Suspension from school

Students must verify absences with a written note on the day a student returns to school, but no later than three days following the absence. Absentee notes must be turned in by the student to your homeroom teacher.

All other excuses other than the above will be considered ILLEGAL but may be reviewed on a case-by-case basis by the Administration.
The note must contain the following information:

- Student's name (first and Last)
- Grade level
- Days and dates of absences

- Reason for absence
- Signature of parent or guardian
- Phone number where a parent or guardian can be contacted during the day
- Attach physician/subpoena statement if necessary

Excuse forms are in the office for this purpose

HIGH SCHOOL ATTENDANCE PROCEDURES

The following procedures particularly apply to students in grades 9 – 12 attending Washington High School:

Pre- Printed Parental Notes

To promote efficiency and accuracy, printed forms have been supplied to the parent/guardian to complete as an excuse for absence, an excuse for lateness, or as a request for early dismissal. **Your cooperation in the use of these forms is expected and greatly appreciated.**

WASHINGTON HIGH SCHOOL APPLICATION FOR WAIVER OF ABSENCE(S)

As per School District Policy, on a "high school student with a chronic health condition or other serious problem" is eligible for the waiver of absence(s).

In addition, please be reminded that:

1. Before applying for the waiver of days, the student must exceed the allowable number of absences: 10 absences in a semester course or 20 absences in a full year course.

2. The student's parent/guardian must fully complete and sign the application including a detained explanation of the reason for the waiver request. The complete application should be return to the Attendance Office for further processing.

3. Submitted with the application for waiver should be any pertinent document, which supports the request for waiver. In most cases, this document would be in the form of a letter of explanation from a doctor (a doctor who ordered the student to stay home from school or a doctor who cared for the student during the student's hospitalization.) A note from doctor's office which simply verifies a patient's appointment is not acceptable verification of a "chronic health condition," unless it is a follow up or necessary appointment as a result of a chronic health condition.

4. **Waivers must be returned to the main office two weeks prior to the end of the first semester and two weeks prior to the end of the school year.**

ABSENCES

Parents/guardians are expected to cooperate with the school district in encouraging regular attendance for their children. Personal illness, death in the family, approved educational trip, and other urgent reasons affecting the child may necessitate an occasional excused absence.

An approved educational trip is when parents/guardians have contacted the office AT LEAST A WEEK in advance to get the **APPROVED FORM** and arrange for their child's schoolwork during the absence. The student must be passing all subjects to be granted permission for this trip.

An absence for any other reason is considered unlawful. When in doubt concerning the legality of an absence, parents are encouraged to contact the principal's office.

To avoid sanctions upon a student's return to school following an absence, the parents/guardians MUST SEND A NOTE FOR EVERY DAY THE CHILD IS ABSENT WITH THE STUDENT indicating the date and reason for the absence. The student must present this excuse to his/her homeroom teacher. If a parent excuse or medical excuse has not been submitted WITHIN 3 DAYS of the student's return to school, the absence will be declared unexcused.

The Washington School District considers the following as **medicals.**

A medical excuse must indicate the date and time the physician actually treated the student and signed by the physician. These medical excuses do not negatively affect attendance.

Medical excuses from a physician's office stating "per conservation with …" WILL NOT BE RECOGNIZED AS A LEGITIMATE MEDICAL EXCUSE.

The Washington School District considers the following as **excused**:

- Illness
- Death in family
- Required court attendance
- Other reasons determined to be accepted by the building principal

The Washington School District considers the following as **unexcused:**

- Oversleeping
- Missing the bus
- Birthday or other celebrations
- Inefficient transportation or automobile breakdown
- Parents/guardians and other family member's illness
- Employment
- Other reasons determined to be unacceptable by the building principal

CONSEQUENCES FOR ABSENCES:

- At **3 unexcused days**, parents will be notified by letter of the 3 absences and Blueprints and/or school faculty will contact parents to schedule a meeting (school attendance improvement conference) at the school with parents/guardian, student and school personnel. A phone conference may be arranged if necessary.
- At **6 unexcused absences**, a child is considered habitually truant and may be referred to Children and Youth Social Service Agency (CYS) and/or a citation issued to the district magistrate.
- After **13 Non-Medical, Excused and/or Unexcused, absences,** the parents/guardians of students under the age of 13 will be cited by the district magistrate. For students aged 13 and older, the citation will be issued in his/her name.
- **Every 5 Non-Medical, Excused and/or Unexcused absences,** after the initial citation, **additional citations will be issued.**
- IF A STUDENT'S NON-MEDICAL ABSENCES TOTAL MORE THAN 20 DAYS IN A SCHOOL YEAR, THAT STUDENT MAY BE SUBJECT TO RETENTION DUE TO A LACK OF EXPOSURE TO INSTRUCTION AND THE CURRICULUM**.**

No student will be allowed to participate in any school activity or practice on the day of their absence from school.

No student will be permitted to attend the Homecoming Dance with more than ten unexcused absences. No Students will be permitted to attend Prom with more than twenty unexcused absences.

It is the student's responsibility to confer with his/her teachers to determine what work was missed. In most cases, students could have a maximum of 5 days to make up work upon their return to school. Exceptions will be determined by the teachers and/or administration.

Students wanting to visit colleges or requesting vacation time must have teachers sign the Request for Absence from School form and return it to the office.

Under Pennsylvania Attendance Code, a regular and certified warning letter will be sent to the home of a student who is absent from school for ten (10) consecutive days. The student will be removed from the active enrollment list unless the District has been provided with evidence that the absence is legally excused.

Excuses for Absences

A student who has been absent must present **an excuse from *the parent/guardian*** for the absence within 3 days of the last day of absence. **The student should keep medical excuses for an absence** in the event that they are needed as documentation for a request for a waiver to the attendance policy.

Unexcused Absences

A student is ***not permitted to receive credit for any work, including tests, missed because of an unexcused absence from class and/or school***. Unexcused absences include but are not limited to; failing to turn in a note after an absence, cutting class, etc. If the work or test is made up before the unexcused absence is detected, no credit will be given. In addition, the student may suffer disciplinary action.

Truancy

***Section 1341 - Duty to Employ: Power of Arrest; Certification.** The board of school directors of every school district of the first, second, or third class, shall, and in any school district of the fourth class, may, employ attendance officers, or home and school visitors, whose duties shall be to enforce the provisions of this act regarding compulsory attendance.
Such attendance officers, or home and school visitors, shall, in addition to the duties imposed upon them by the provisions of this act, have full police power without warrant, and may arrest or apprehend any child who fails to attend school in compliance with the provisions of this act, or who is incorrigible, insubordinate, or disorderly during attendance at school or on his/her way to or from school.

As per the Washington High School procedure, after the third illegal absence the Attendance Coordinator will send a "first notice" to the parent/guardian. Any further illegal absences will result in a citation being issued through the magistrate's office. State law allows for fines of $300 plus costs and suspension of the student's driver's license.

Early Dismissals

To ensure the safety of our students and maintain accurate attendance records, all students must follow this procedure to be released for an early dismissal from school:

1. ***The parent/guardian is to complete an early dismissal form*** **requesting an early dismissal. The forms are also available in the Main Office.**

2. ***Prior to the first period*** **on the morning of the early dismissal, the student is to** ***drop off the request for early dismissal at the Main Office.***

3. ***The parent/guardian must call the Main Office*** ***(724-223-2080)*** **to verify the request for early dismissal. To avoid confusion and/or delay** ***confirmation calls should be made no later than 9:00 am on the day of the early dismissal.***

4. ***The student must report to Main Office and sign out*** **before leaving the building.**

5. **As a safety precaution, all early dismissals** ***MUST*** **take place before 2:30pm.**

No student is to leave the building without proper authorization to do so**.** ***Furthermore, any student who obtains, attempts to obtain, or helps to obtain an early dismissal under false pretenses will face disciplinary action.***

Tardies

No student will be permitted to enter the building after 9:30am without a parent or guardian present or calling in.
It is the student's responsibility to arrive to school and to classes on time. Tardiness disrupts the educational process by interrupting classroom work: therefore, every possible effort should be made not to be tardy for school or class. In every class period the instructor/monitor is to record the time of a student's late arrival as well as keep a running tally of the student's number of tardies to the class period.

1. ***Tardy to School: Students who are tardy to school (8:20 A.M.) must report to the Attendance Desk immediately upon entering the building.***

a. Once in the Attendance Desk, the time of the student's arrival to school will be recorded, and the student will be issued a late entry slip to be shown to the teacher(s) of the class(es) the student missed because of being tardy to school.

b. The student may be "tardy to school" **four times** ***per nine weeks*** without facing a disciplinary consequence. Beginning with the **fifth unexcused** tardy to school **detention will be assigned.** The number and frequency of the student's unexcused tardies may be considered in determining the form of disciplinary action taken by the Main Office. On the eighth as well as

all subsequent tardies to school, a day of absence will be counted towards the student's attendance record in the period(s) effected by the student's tardiness. In addition, the student's parking privileges may be suspended or revoked.

c. If the student was **tardy to school for medical reason**, upon entry into the building the **student should submit a doctor's note** verifying such to the Attendance Office for consideration. Excused tardies will NOT count against the student.

Schedule changes will not be made as a result of a student failing to report to school or class at its scheduled starting time.

CONSEQUENCES FOR TARDIES

When a student is tardy, a written excuse must be sent to the school within 3 days of the tardy.

- After 10 non-medical tardies, a letter will be sent to the parents/guardians reminding them of the 20-day limit.
- Citations will be issued after 25 tardies then again after every 5 additional tardies.
- Students will receive a 1-hour detention for every tardy starting with the 5th un-excused tardy per grading period.

Attendance Policy Appeal Process

Any high school student with a chronic health condition and/or other serious problem may petition the High School Attendance Committee for a waiver to the attendance policy. The high school Attendance Committee will consist of at least one administrator, the attendance secretary, a guidance counselor, and teachers. To be considered, the petition must be submitted on the proper form, in writing, signed, and with appropriate doctor's documentation. **Attendance waiver process addresses educational outcomes on a class by class basis. The waiver process is not designed to address truancy issues related to the magistrate's office. Also, this process does not apply to the attendance expectations established for the Prom and Homecoming dance.** If the High School Attendance Committee denies an Application for Waiver, the student/parent may appeal to the Central Office for further action.

CLASS TRUANCY

Students are responsible for attending all their classes. If a student cuts class Students may not miss or be tardy for a class to work with another teacher without **prior** written consent. Missing class because of being ill in the restroom is an unacceptable excuse. Students sent to the library, health room, guidance office or any other area must report to their destination within four (4) minutes, or they will be reported as missing from class. When you cut class or miss class because of truancy, you are not permitted to make up the class work.

CAFETERIA

Breakfast will be served a la carte every school day upon students entering the building at 8:20. All students remain in the school building for lunch. Students must read and follow the guidelines that are posted on the walls of the cafeteria. These guidelines were written to ensure that the cafeteria could be a place where students can enjoy their lunch with friends in a clean, neat, and friendly atmosphere. Students who misbehave in the cafeteria will be assigned to the **Isolated Lunch Room.** Parents and students are responsible for payment of any charges on their SNAP card.

DRESS CODE AND GROOMING FOR STUDENTS

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board also recognizes the right of students to express themselves as more fully set forth in Policy No. 536. The Board will not interfere with the right of students and their parents to make decisions affecting their appearance except when their choices affect the educational program of the schools or the health and safety of the student or other students.

Students are responsible for keeping themselves, their hair and their clothing clean. They shall also dress to conform to the contemporary standards of health, safety, decency, and optimum learning conditions, and in good taste in order that they do not disrupt the academic process. All students are expected to exemplify proper grooming standards in a manner that projects an appropriate image for the student, school, and district.

Whether or not a student is dressed appropriately or properly groomed shall be left to the discretion of the Building Administrator or his/her designee.

The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

- Present a hazard to the health or safety of the student himself/herself or to others in the school
- Materially interfere with schoolwork, create disorder, or disrupt the educational program or disturb classroom decorum
- Cause excessive wear or damage to school property
- Prevent the student from achieving his/her own education objectives because of blocked vision or restricted movement

Students will be asked to return home to change their clothing, to change their clothing within the school building or to add additional clothing in the event that the Building Administrator believes that this policy is violated. When length or style of hair presents a health or safety hazard, some type of covering shall be used. Students may be required to wear certain types of clothing while participating in physical education classes, shops, and extracurricular activities or in other situations when special attire may be required to ensure the health and safety of the student.

The Board maintains that clothes make a difference in attitude and behavior and may reflect academic achievement. Any type of dress which endangers health and/or safety or is distracting to the educational environment will not be permitted. Requirements for student dress in all schools are listed below:

Student attire must meet the following requirements/standards: (See Policy #506)

A. All shirts and blouses must cover midriff, back, sides, cleavage and all undergarments, including bra straps at all times. Abbreviated tops (halter, tube bare midriff, muscle shirt or sleeveless attire that exposes underwear (including sports bras), is too low cut, or does not have form fitting armholes is not permitted.

B. Shorts, skirts, divided skirts, dresses and culottes must be longer than a student's fingertips when standing in a normal position with the arms down.

C. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.

D. All clothing, jewelry or tattoos shall be free of the following: profanity, violent images, sexually suggestive phrases or images, gang related symbols, alcohol, tobacco, drugs or advertisements for such products.

E. Safe and appropriate footwear must be worn. Athletic shoes laced shoes and/or shoe boots, loafers, dress shoes or other closed toe/closed heel shoes. Mules described as closed toed and open heel are appropriate. Shoes considered as sandals are appropriate. Students shall not wear house slippers, roller skates, skate shoes, or any other type of footwear that could constitute a safety hazard. Students are prohibited from wearing steel toed boots or shoes to school.

F. Form fitting leotard/spandex type clothing (including sports bras) is not permitted unless proper outer garments cover it (*Outer garments must extend into the palm of student's hand*).

G. See through or mesh fabric clothing may only be worn over clothing meeting the aforesaid requirements.

H. Clothing must be an appropriate size, with the waist of the garment worn at the student's waist.

I. Clothing not properly buttoned, zipped, fastened or with inappropriate holes or tears shall not be worn.

J. Clothing or footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.

K. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.

L. Bandanas, sweatbands, and other headgear such as hats, hoods, scarves, and skull caps are not permitted to be worn inside school buildings during the regular school hours, except headwear worn for legitimate religious purposes. In addition, hair rollers, hair curlers, plastic hair bags, hairnets, sweat bands are also not permitted during school hours. Hats or other coverings may be worn during outside physical education activities.

CELL PHONES AND ELECTRONIC EQUIPMENT

The possession of cell phones/tablets are prohibited by WSD Policy #554. Junior/Senior High School Students are not permitted to access their mobile device during the school, and all mobile devices must be turned off and placed in a Yondr Pouch when entering the building. If a device cannot fit into the Yondr Pouch, it is prohibited from being brought to school. Possession and use of cell phones and electronic devices are prohibited and may be confiscated under District #554 and #516. **If you lose your Yondr or you break it, you will have to pay to replace it. If a student is caught using their cell phone during the school day, the administration will confiscate the device, and the parent will need to come to the school to reclaim it.**

Success – My Own Responsibility

It is my responsibility to be present at assigned places at the assigned times and, it is my responsibility to follow all the school rules. This means being prompt with my work, having required materials, and treating all others with a sense of respect and fairness.

PARENT-TEACHER CONFERENCES

The school district encourages conferences between teachers and parents to discuss student progress. Arrangements can be made for parents to visit the teacher before school, after school dismissal, or at a mutually agreed time. Call the school to schedule an appointment. Parents are not permitted to visit a classroom without prior arrangements.

SCHOOL VISITATIONS

Residents and visitors are welcome in the schools. They must register in the office upon entering the school and obtain administrative approval before an unscheduled or impromptu visit.

HOMEWORK

It is your responsibility to ask the teacher for any missed assignments.

If you are absent for several days, a parent should call the office before 8:30 a.m. and request your assignments. These assignments can be picked up from the receptionist.

If absences occur at the end of a grading period, an incomplete may be given on the report card. All incomplete work must be made up as soon as possible. "Incomplete" will be removed after ten days to reflect the grade achieved. Work not made up will be averaged as zero.

HONOR ROLL

School honor roll will be listed according to grades earned by students.
High Honors – Grade point average **3.8-4.0**
Honors – Grade point average **3.2-3.79**

PHYSICAL EDUCATION

Physical Education is required of all students. **Students are required to bring gym clothes for class, change into those clothes for gym class, and change back into their school clothes.** Parent excuses are accepted and will be honored for a reasonable period of time as determined by the school. Students are still required to change into their gym clothes. If a student has a medical excuse issued by a physician, they will not be required to change clothes. Adapted physical education is required when it is necessary for a student to miss regular physical education for two weeks or longer.

RESPONSIBILITIES FOR BOOKS AND EQUIPMENT

When a student accepts textbooks, Student Agenda Planner, or any other equipment issued by the school, the student is entrusted with the responsibility of taking care of those books and equipment.

If a student loses or damages a book or item, the student is liable for the cost of a new book or item allowing for normal depreciation. If a book is stolen or misplaced the student is still responsible.

The student, parent, or legal guardian will pay for all lost or damaged books. The teacher will list the titles and prices of books for students to pay. The student will not be permitted to attend any activities or field trips until payment is received.

STUDENT MEDICATION

Students taking any medication during school must have the medication registered with the school nurse with a physician's order. Please check with the nurse regarding the policy on administration of prescription and non-prescription medication. A form will need to be completed by your doctor and on file in the health office. The proper authorization form can be found on our website under Health Services. Any student requiring daily medication for an identified need must have his or her prescription filled on time. If a student comes to school without his/her medication and it becomes a safety issue, the parent will be called and asked to come get his/her child. Parents will be notified when their child's prescription needs to be refilled. Medication ordered to be administered once is to be administered before school hours. Medication that is to be administered 3 times daily is to be given immediately before school, directly after school and at bedtime. Please contact the school nurse with any questions or concerns regarding medication administration and medical accommodations during school hours.

HEALTH SERVICES

Mandated Services

All students in Junior High School are provided with screenings mandated by the Pennsylvania Department of Health. These screenings include:

- Height, weight, and BMI screening for all grades
- Vision screening for all grades
- Hearing screening in Grade 7
- Scoliosis screening in Grades 7
- Dental screening in Grade 7

These screenings are given by the school nurse on an ongoing basis throughout the school year. The dental screenings are given by the dental hygienist. A referral will be sent home if there is a need for further evaluation.

Immunizations are still an important part of your child's health. By kindergarten all children must have received all basic immunizations. This includes DTap, Hepatitis B, Varicella, Polio and MMR vaccinations. To enter 7th grade, all students are required to have a MCV and DTap vaccination. To enter 12th grade, all students are required to have a second dose of MCV. If you require an immunization exemption, please contact the school nurse. This is a state requirement. Additional immunization information is posted on the district website.

It is important to keep us informed of any changes in your child's health. If your child has any health problems or if you have any questions or concerns about your child's health care at the school, please contact the school nurse.

GUIDELINES FOR STUDENT BEHAVIOR STUDENT RESPONSIBILITIES

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

A. Students' 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.

B. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

C. It is the responsibility of the student to:

1. Be aware of all rules and regulations for student behavior, and to conduct themselves in accordance with them.
2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and to the protection of school property.
3. Dress and groom them so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
4. Assume that a rule, until waived, altered, or repealed, is in full effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily except when excused and be on time at all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers or publications and indecency or obscenity in spoken or written language.

FREEDOM OF EXPRESSION

You have the right to speak or publish and distribute your opinions. However, you have the responsibility to observe the following whenever you speak or write:

1. Do not be obscene.
2. Do not ridicule a person.
3. Do not injure a person's reputation.
4. Do not cause disruption of the school operation.
   *Violation of the right of Freedom of Speech:
   Two Tests
   *Clear and present danger
   *Material and substantial disruption

SCHOOL-WIDE RULES

1. Be respectful of everyone and their property.
2. Follow all directions the first time they are given.
3. Stay in assigned areas.
4. Keep hands, feet, and objects to yourself.
5. Walk appropriately on school property.

6. Use respectful language.

DISCIPLINARY PROCEDURES

Level I Offenses shall include those minor disturbances created by a student that disrupts the normal teaching situation, but which will be handled by the individual classroom teacher or staff member alone.
Level I offenses include but are not limited to:

- Minor Insubordination
- Unexcused Class Tardiness
- Failure to Complete Assignments
- Failure to Carry Out Directions
- Cheating
- Lying
- Abusive Language (not including verbal intimidation)
- Chewing Gum
- Creating a Disturbance in the Classroom
- Running in the Classroom, Hallways, etc.
- Pushing and Shoving
- Throwing Snowballs while on School Property
- Eating/Drinking During Instructional Time, without teacher permission.

Level II Offenses shall encompass misbehavior, the frequency and/or seriousness of which tends to disrupt the educational climate within the school. A Level II offense may result from the continuation of unmodified Level I misconduct. This classification may also include, but shall not be limited to:

- Cutting Class and/or Detention
- Truancy
- Violation of the established cafeteria rules
- Violation of the established bus rules
- Riding/sitting in an automobile during the school day, without prior authorization from school staff
- Possession of a prescription medication/medical device without first properly registering the medication/medical device with the School Nurse in accordance with District policy
- Falsification/Forgery of Records: excuses, passes, etc.
- Unauthorized departure from school grounds
- Use of profane or obscene language and/or gestures
- Verbal/nonverbal intimidation of students and/or school personnel
- Smoking/use of tobacco on school district property

Level III Offenses may result from the continuation of unmodified Level I or Level II misconduct. This classification of offenses shall also include, but not be limited to:

- Destruction of Property / Vandalism
- Theft/attempted Theft
- Breaking/entering another person's locker
- Falsely activating the fire alarm
- Indecent exposure
- Physical Abuse of others / Fighting
- Smoking/violation of District's Tobacco Policy
- Second occasion on which a student knowingly possesses, uses or is under the influence of a controlled substance, look alike drug, or alcoholic beverage and/or related paraphernalia
  (Student is cooperative.)

- Second occasion on which student possess prescription medication/ medical device without first properly registering the medication/ medical device with the School Nurse in accordance with District policy

Level IV Offenses may result from the continuation of unmodified lower-level misconduct. Level IV offenses shall also include act resulting in violence to persons or property, or which pose a direct threat to the safety of others within the School. This classification of offenses, the severity of which may require removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of School Directors, shall include but not be limited to:

- Possession/sale of stolen property
- Extortion
- Arson
- Bomb Threats
- Incitement to Riot
- Student's refusal to stop fighting when ordered to do so by a teacher/administrator and/or attempt to reinitiate fight
- Striking /threatening a teacher/administrator or other staff member
- Possession/use/transfer of weapons and/or dangerous weapons
- Transfer, sale or distribution of a controlled substance, prescription drug, look-alike drug or alcoholic beverage
- Possession (knowingly), uses or being under the influence of a controlled substance, look-alike drug or alcoholic beverage and/or related paraphernalia
- Other Violations of the Law

These lists are not comprehensive. Please refer to WSD Policy #516 for a full list and description of all offenses for Levels 1-4.

Definition of Consequences

DETENTION – After-school detention
TIME-OUT – Isolation from class
IN-SCHOOL SUSPENSION – Isolation of classes with behavioral intervention instruction
TEMPORARY SUSPENSION – 1-3 days of out-of-school suspension
FULL SUSPENSION – 4-10 days of out-of-school suspension
(Students suspended are responsible for all make-up work.)

1. All disciplinary decisions for suspension will be made by the administration.
2. Teachers and/or the principal may assign detention.
3. After-school detention will be in session from 3:00 to 4:00. Missing detention will result in further disciplinary action.

In-School Suspension and Detention Policy

If In-School Suspension (ISS) or detention is assigned, it shall be served on the day(s) assigned.
If a student fails to report for detention or ISS for any reason, the penalty will be a possible suspension.
Detention or ISS is not designed to be served at the students' convenience.
Detention or ISS will be served in a designated room.
Students are not permitted to leave the room for any reason before the detention or ISS time is completed.
Study materials should be brought to detention or ISS.
There will be no sleeping during detention or ISS.

The consequences of LEVEL I, II, III, and IV offenses can be detention, time-out, in-school suspension or out of school suspension.

Extra-Curricular Activity Policy

To participate in any extra-curricular activity sponsored by the Washington School District, a student must not be failing 2 or more subjects. A copy of the criteria governing participation of students in extracurricular activities is on file in the office of the Director of Activities and the Jr. High School Principal. Participation in athletics does not make a student exempt from Physical Education.

Athletic Eligibility

Grades will be checked every Thursday afternoon. Any student-athlete with two or more F's as of 10:30 Friday will be ineligible – according to the PIAA rule – from Sunday through the next Saturday, regardless of whatever extenuating circumstances might be causing the player to be ineligible.

Bullying Policy

Bullying is the willful and repeated use by one student of his/her power, size, age and/or superior position, physically, verbally and/or psychologically, with the intent to harm another student, and/or the encouragement or condoning of any such behavior. Bullying creates an imbalance of power between the student- victim and the perpetrator, and the repeated and willful targeting of the student- victim adversely impacts upon his/her ability to properly participate in or fully benefit from the School District's educational program.

It shall be a violation of this Policy for any student to engage in, encourage and/or condone, or communicate, any form of bullying. It shall also be a violation of this Policy for any employee, approved volunteer, or chaperone of the School District to encourage and/or condone, through action or lack of action, any form of bullying. This prohibition shall apply to all acts of bullying that occur on school district property, through the use of school district equipment and resources (including but not limited to, school district computers and Internet connections), at school district functions (whether on school property or not), and/or on school district provided transportation.

DRUG AWARENESS

We recognize that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community.

For purposes of the district's policy "drugs" shall mean:

1. All dangerous controlled substances prohibited by law
2. All alcoholic beverages
3. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy.

DRUG POLICY

The Board prohibits the use, possession, or distribution of any drug during school hours, on school property, or at any school sponsored event.

1. Any student of the School District found to be in possession of any medicinal preparations (drugs or otherwise) or alcohol beverages on the Washington School District properties, not specifically prescribed for use by the pupil's physician, will be suspended from school and prohibited from access to any school property or function until a determination of the circumstances is made. (All drugs included in the Controlled Substance Act of the Commonwealth of Pennsylvania are hereby included.)
2. When applicable, criminal charges Shall be filed and the offender prosecuted, to the fullest extent of the law.
3. The policy on "Drugs" also applies to "Look Alike" Drugs.

SEARCHES

1. Lockers are school property and not personal. Lockers are subject to search and seizure. The principal or their designee may search your locker if he/she believes it to contain something that violates either a law or school policy. Unless there is an emergency, you should be present if your locker is searched. The principal or their designee and another member of the school staff is to be present during a locker search. Refer to Policy #521 of the Washington School District Policy Manual.
2. Can you be searched? YES. Such a search shall be conducted by a school official of your own sex and in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against you in disciplinary juvenile or criminal proceedings. Refer to Policy #523 of the Washington School District Policy Manual.
3. Any car parked in lots under the jurisdiction of the Washington School District is also subject to search if a violation of law or policy is suspected. Refer to Policy #522 of the Washington School District Policy Manual.

TOBACCO POLICY

Possession or use of tobacco, lighters, or matches is prohibited. Act 145 of 1996 amends the Crimes Code to include language prohibiting students from possessing or using tobacco in a school building, a school bus or on school property. School districts are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine of up to $50 plus court costs. Fines collected will benefit the student's school district. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act.

Possession of any type of tobacco products on school property, which include bus stops and buses, will result in the following disciplinary actions:

1. Temporary suspension for first offense and initiation of prosecution.

2. Suspension up to ten days for second offense and initiation of prosecution. (Temporary and/or Full suspension.)

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

In accordance with the Weapons and Dangerous Instruments Policy No. 551, a complete copy of which is available in the Administrative Offices of the School District for inspection and review, students are hereby notified that possession of a weapon or dangerous instrument as defined in said Policy, which includes, but is not limited to, any knife, cutting instrument, ice-pick, metal knuckles, firecrackers, explosive device, nun-chuck stick, shotgun rifle, firearm, starter's pistol, gun or similar device from which a projectile may be discharged (including a pellet gun, BB gun, etc.) and firearm or other weapon, which is not loaded, or which lacks a component part or device necessary to render it immediately operable, is prohibited on school grounds, at school-sponsored activities, on buses or other vehicles of the Washington School District. Any weapon in the possession of a student shall be permanently forfeited and said possession shall be reported to the Washington City Police Department and the Department of Education. Possession shall include but not be limited to, keeping, or holding a weapon in the locker of a student, on a bus, or in a vehicle maintained for a student and the ability to direct another person who is in possession or has possession of said weapon. Students found in possession of a weapon shall, except under extraordinary and extenuating circumstances, be expelled for a period of not less than one year. Prior to the admission of any student, the parent or guardian shall provide sworn statement stating whether a student has previously been suspended or expelled for an act or offense involving weapons, alcohol, or drugs or other willful acts of violence. Any student transferred from Washington School District may have his disciplinary record forwarded with permission of the parent or guardian.

Transportation Policy

1. Purpose	The Washington School District will provide bus transportation for all students enrolled in a full-time program in grades K through 6. No transportation will be provided to students in grades 7 through 12. Transportation will be provided to special education students and charter school students as required by law. Transportation also may be provided as authorized by the Board for extracurricular activities. The Board also recognizes that serious misconduct on board a bus jeopardizes the safety of all passengers and that the use of audio/video monitoring equipment under the terms and conditions set forth herein will help ensure the safety of all and will serve as a deterrent to serious misbehavior by students and will allow the administration to observe the conduct of the bus drivers.
2. Guidelines	<u>Rules Concerning Transportation of Students.</u> 1. Transportation assignments (bus numbers/bus stops) will correspond to the student's legal address of residence. 2. Students shall not be permitted to ride a bus to which they have not been assigned. 3. Families will be entitled to one pickup bus stop location and one drop-off bus stop location but allowing pickup and drop-off stops to differ. Unless a student's

residence is changed, the student will consistently ride the assigned bus to the assigned bus stop

4. Because bus maximum ridership must be followed, the School District cannot and will not make alternative arrangements to needs related to after-school activities or personal convenience.

5. Transportation will be provided to non-public school students in grades K through 6 within the District boundaries and outside the District's boundaries at a distance not exceeding ten (10) miles by the nearest public highway.

6. Transportation shall be provided for special education students as required to provide appropriate education for special education students.

7. Transportation will be provided to charter school students to a charter school located outside District boundaries at a distance not exceeding ten (10) miles by the nearest public highway to the charter school.

8. Expectations regarding student behavior on the bus will be included in each Student Handbook and communicated with parents prior to the start of school.

Discipline of Students on Buses.

1. The responsibility for maintaining reasonable discipline on board school buses begins with the individual driver. Bus conduct reports shall be the primary tool for use by the driver to report misconduct he/she observes that cannot be corrected by a less formal means, such as assigning seats or verbal warnings. These reports are forwarded to the responsible Building Principal or his/her designee for corrective disciplinary action within twenty-four (24) hours.

2. All students, both public school students and non-public school students, are reminded of the following major violations which, if they occur on the bus are punishable by suspension or termination of school bus privileges:

(a) Smoking

(b) Profane language

(c) Throwing of objects or articles while riding the bus

(d) Loud and boisterous noise

(e) Refusal to properly identify oneself

(f) Defacing or destroying bus equipment

(g) Any behavior which would endanger the safety of the bus, the driver or its occupants

(h) Out of seat; changing seats

(i) Violation of School District Policy

3. Penalties for Misbehavior - The penalty shall be determined based upon the severity of the offense. The list of punishments which follows will act as a guideline to appropriate punishment.

(a) First Offense - A written warning to be given.

(b) Second Offense - Student suspended from riding the school bus for a period of one (1) day. The student must attend school and provide his own transportation to and from school. The parents are to be notified immediately by phone, when possible, with said communication to be followed by a letter.

(c) Third Offense - Student is suspended from riding the school bus for a period of three (3) days. The student must attend school and provide his own transportation to and from school. The parents are to be notified immediately by phone, when possible, with said communication to be followed by a letter.

(d) Serious or Multiple Offenses - Student receives a suspension of 5 -10 days or complete termination of transportation privileges. The parent will meet with the appropriate school authority to discuss the restoration of bus privileges.

(e) Suspension/Expulsion - A student may not ride the school bus while suspended or expelled from school. In the event of expulsion and the provision of alternative education the student. will not be permitted to ride the bus.

4. Condition of Suspension.

	(a) When a student violates any of the bus policies on the way to or from school, the bus driver is to report the incident to the Building Principal/Administrator, who shall confirm with the student or students involved. The Building Principal/Administrator will render the consequences within a reasonable time **(**b) The student will be suspended until restitution or arrangements for restitution have been made, when the violation is the defacement or destruction of school bus equipment. <u>Use of Audio/Video Recording Equipment on Buses</u>. 1. Notice of the use of audio visual recording equipment on buses shall be given to students, parents and bus drivers as follows: (a) A conspicuous notice shall appear at the entry to the bus and on the bulkhead of the bus warning all passengers that there is an audio/video security system in operation and their activity may be under surveillance. (b) Beginning in the 2006-2007 school year all Student Handbooks shall contain a notice that audio visual recording equipment is in use on the buses. The statement in the Handbook shall read as follows: "The District has an audio/video surveillance system installed on its buses. Your behavior may be recorded, and disciplinary action may be taken based upon the audio/video. This is done for your safety and to assist the Principal in monitoring the conduct of the students, passengers and driver of the bus." (c) A notice shall be sent to the parents of all students with the regular annual mailing containing the statement set forth in paragraph (c) above addressed to parents and further stating that the entire Policy is available for their inspection at the Superintendent's Office on request. (d) On the first day of school and at such later time as the Principals may deem appropriate, the Principals shall read the notice contained in the Student Handbook to all students of the School District. (e) This Policy shall be reviewed with each bus driver at the beginning of each year or in the event a new driver is hired prior to his or her transporting students and

	he/she shall be advised of the presence and use of audio/video equipment. 2. Access and use of audio/video recordings. (a) Audio/video recordings may be viewed only by Principals, Administrators and individuals directly involved in the transporting of students and/or in the discipline of students being transported. In the event that disciplinary action is recommended concerning conduct of a student, the student's parents or guardians may request the opportunity to review the audio/video recording. All requests must be in writing and addressed to the appropriate Principal. The viewing by the parents will be limited to the portion of the recording that documents the involvement of their child on the bus. (b) The applicable Principal shall be responsible for the oversight of the audio/video system and the recordings shall be kept in his or her possession and shall not be released except as necessary for disciplinary reasons. Audio visual recordings may be viewed only with the proper authorization of the Principal. They are not intended for general viewing by students, employees, parents or the public. Recordings shall be made available only as provided in this Policy. A written log will be maintained of those who view the recordings, the date of viewing, the date the video was recorded, the bus video recorded and the signature of the viewer. The Principal or his designee shall be present at all times during viewing of the recordings. (c) In the event that the video recording indicates misconduct or inappropriate conduct by a bus driver employed by the bus contractor, the bus contractor may request to view the recording. All requests must be in writing addressed to the Principal involved. The review shall be limited to the portion of the recording that documents the alleged inappropriate behavior or misconduct. (d) The Administration shall develop rules concerning the erasure or destruction of audio/video recordings. In the event that a specific audio/video recording documents misbehavior by a student or bus driver that recording will be preserved only until the disciplinary action/disposition is reached and becomes final. Thereafter the recorded evidence of misbehavior will be erased.
3. Legal References	24 P.S. §13-1331 24 P.S. §13-1361 24 P.S. §13-1362 24 P.S. §5-510 24 P.S. §17-1726A

	22 Pa Code § 23.1 thru 23.6 67 Pa Code § 447.2 Official Opinion of Attorney General of Pennsylvania No. 56, dated November 13, 1974
4. Cross References	Policy No. 408 Unlawful Harassment/Discrimination Policy No. 412 Disability-Based Discrimination Policy No. 413 Anti-Hazing Policy No. 516 Student Discipline Policy Policy No. 519 Drug and Alcohol Policy No. 543 Terroristic Threats/Acts Policy No. 551 Weapons and Dangerous Instruments Policy Policy No. 555 Telephone Paging Devices

WASHINGTON SCHOOL DISTRICT
Together We Make a Difference

2025 – 2026 Student Handbook Acknowledgements

Student Name_____

Homeroom: _____

Student Signature _____

Parent Signature _____

Date _____

My son/daughter and I have reviewed the contents of the Student Handbook. Together we acknowledge the expectations, procedures, consequences, the mission and goals of Washington School District and Washington High School. This form needs to be turned into the High School Main Office.