

Wallenpaupack Area School District

2026 – 2027

High School Handbook



Administration Office

2552 Route 6

Hawley, PA 18428

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

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District Information

Mission Statement

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

Introduction

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

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

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

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

District Phone (570) 226-4557

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

Board of Education

Mr. John F. Spall, President	Mr. John Kiesendahl	Mr. Michael Romeo
Mrs. Genevieve Reese, Vice-President	Mr. Roy Finney, Jr.	Mrs. Lisa Smith
Mr. Michael Spencer, Treasurer	Mr. Paul Otway	Mrs. Kelly Obermiller
Mrs. Jillian Klocko, Secretary (Non-Member)		

Administration

Superintendent.....	Dr. Keith E. Gunuskey
Assistant Superintendent	Dr. Jay Starnes
Director of Educational Technology.....	Dr. Diane Szader
Director of Curriculum, Instruction and Assessment.....	Dr. Clayton LaCoe, III
Director of Technology	Mr. Daniel Nalesnik
Administrator of Federal Programs, Grants and Community Partnerships	Ms. Amanda Cykosky
Director of Support Services	Mr. William Theobald
Coordinator of Alternative Education	Mr. Frank Williams
Director of Food Services.....	Mrs. Heather Fedoryk
Director of Transportation.....	Mrs. Deanne Mausolf
Technology Systems Administrator	Mr. Kraig Obermiller
Business Administrator.....	Mrs. Kerriann Horan
Solicitor	Mr. R. Anthony Waldron III

Wallenpaupack Area Special Education

Director of Special Education	Dr. Tanya Carrelle
Assistant Director of Special Education.....	Dr. Sherman Bronson

Wallenpaupack North Primary School

Principal	Mr. Kevin Kromko
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Wallenpaupack North Intermediate School

Principal	Mrs. Lisa Ussia
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Wallenpaupack South Elementary School

Principal.....	Ms. Delia Peppiatt
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Wallenpaupack Area Middle School

Principal.....	Mr. Jim Kane
Assistant Principal/Assistant Athletic Director.....	Mrs. Ashley Gross

Wallenpaupack Area High School

Principal	Mr. Travis Ey
Assistant Principal/Athletic Director.....	Mr. Brett Buselli
Assistant Principal.....	Dr. Amanda Schmalzle

**WALLENPAUPACK AREA SCHOOL DISTRICT
2026-27 SCHOOL CALENDAR**

Wednesday	September 2, 2026	Teacher In-Service – No School for Pupils
Thursday	September 3, 2026	Teacher In-Service – No School for Pupils
Tuesday	September 8, 2026	School Opens – Full Day for Pupils and Faculty
Monday	October 12, 2026	Teacher In-Service – No School for Pupils
Tuesday	November 24, 2026	*Parent Conferences – Early Dismissal for Pupils
Wednesday	November 25, 2026	Early Dismissal – Thanksgiving Recess Begins
Tuesday	December 1, 2026	School Re-opens
Wednesday	December 23, 2026	Early Dismissal – Winter Recess Begins
Monday	January 4, 2027	School Re-opens
Monday	January 18, 2027	Martin Luther King, Jr. Day—School Closed
Friday	January 29, 2027	Teacher In-Service – No School for Pupils
Monday	February 15, 2027	President's Day – School Closed
Friday	March 26, 2027	Spring Recess – School Closed
Tuesday	March 30, 2027	School Reopens
PSSA Testing Dates: April 26-30, 2027: ELA Grades 3-8 May 3-14, 2027: Mathematics Grades 3-8, Science Grades 5 and 8, and Make-ups Keystone Exam Testing Dates: Winter: January 4-15, 2027: Grades 9-11 Spring: May 17-28, 2027: Grades 9-11 and Grade 8 Algebra		
Monday	May 31, 2027	Memorial Day – School Closed
Thursday	June 17, 2027	Teacher In-Service – No School for Pupils
Friday	June 18, 2027	Early Dismissal-Last Day of School
Friday	June 18, 2027	Graduation

Includes 6 Snow days

*Note: If there is a need for a delayed start on November 24th, it will become a full day of school for students, and conferences will be rescheduled for a later date.

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

Emergency School Closings

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

RADIO	TELEVISION	SOCIAL MEDIA
WDNH – 95.3 FM	BRC – TV – 13	High School Facebook
	WNEP – TV – 16	Middle School Facebook
	WYOU – TV – 22	Elementary Facebook
	WBRE – TV – 28	

A one-hour late start means your child will be picked up one hour later than usual. A two-hour late start means your child will be picked up two hours after the normal pick-up time.

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

Family Educational Rights and Privacy Act (FERPA)

Student Records Policy Notice

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

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

The District shall permit the parent/guardian(s) of a student or an eligible special education student who is or has been in attendance in the District to inspect and review the student's education records upon written request. The District will comply with a written request to review records within a reasonable period of time (not to exceed 45 calendar days from the date of the request) after the request is made. In special cases and where necessary, a parental request to review records will be granted and arranged as soon as possible. Visits to review a student's education records shall be arranged and facilitated by the building principal or designee, or any party selected by the District, for the purposes of security and assistance in explaining or interpreting the data. The right to inspect and review education records includes:

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

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

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

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

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

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

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

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

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

The District must obtain written consent from a student's parent(s)/guardian(s), or from the student if the student is 18 years of age or older, before disclosing personally identifiable information from the student's education records to a third party, unless the information is designated as directory information.

Written consent is not required when information is disclosed to the parent(s)/guardian(s) of a student under 18 years of age, or to the student if the student is 18 years of age or older. The district may disclose personally identifiable information from a student's education records without the written consent of the parent/guardian(s), the student, or the eligible student in several situations. See 34

C.F.R. Part 99. Some important examples of when no consent to release information includes (list not exhaustive):

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

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

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

Amendment of Education Records

A Parent/guardian or eligible student has the right to request amendment of a student's educational file if it is believed that any information is inaccurate or in violation of a student's rights. The educational agency shall decide within a reasonable time whether to amend the record. If the school district decides not to amend the educational record, it shall notify the parent/student of the right to request an informal hearing. The hearing will be conducted by an official of the District who has no interest in the outcome, either the Assistant Superintendent for Elementary or Secondary Education or their designee. The Parent may present relevant

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

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

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

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

Community Education

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

Homeless Students

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

The Homeless Liaison of the Wallenpaupack Area School District is:

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

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

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

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

These rights and protections include:

- School stability
- School access
- Support for academic success

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

School Selection

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

Special Education

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

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

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

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

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

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

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

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

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

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

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

District Procedures and Guidelines

Custody

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

Educational Trips/College Visitation

Upon written request, the school district will consider educational trip requests if the student has not exceeded fifteen (15) absences and/or six (6) unexcused absences prior to the date of the trip during the current school year. This guideline may also be applied to school-sponsored educational field trips. Exceptions will be considered for medical reasons. College visitations are considered educational trips. Approval of the trip's length will be based on the college's location and the nature of the program the student is attending. Applications for educational travel may be obtained from the high school main office or the school’s website.

Field Trips

The administration reserves the right to exclude any student from a field trip based upon a review of their academic, behavioral, and attendance records.

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

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

Refund Policy for Class Trips

The school cannot guarantee a refund to a student who fails to meet the school's criteria for a class trip. Every attempt will be made to return the student's money if the student fails to meet the criteria. However, it should be understood that circumstances beyond the school's control may arise, preventing the school from guaranteeing the return of the money.

Financial Obligations

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

Flag Salute

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

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

Fundraising/Selling

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

Health Services

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

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

Health Care and Confidentiality of Student Health Information

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

Medication Guidelines

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

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

Asthma/Allergies

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

BMI

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

Immunizations

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

Insurance-Bus Accident

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

Insurance - Children's Health Insurance Program (CHIP)

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

Insurance - Student Accident

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

Library Books

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

Loud, Abusive, Discriminatory, and/or Profane Language or Behavior

It is the policy of the Wallenpaupack Area School District to prevent disruptions to school district operations, school-sponsored functions, and the instructional process. Thus, all students are prohibited from the use of

loud, foul, profane, discriminatory, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students may be subject to disciplinary procedures in accordance with school district policies and Pennsylvania law. Members of the public may be removed from district property and charged with trespassing for failure to promptly vacate when directed by school district officers or agents. In all cases, violators may be subject to the appropriate laws of the Commonwealth of Pennsylvania.

Procedures Involving Law Enforcement

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

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

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

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

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

Reasonable Physical Force

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

Search on School Property

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

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

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

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

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

School Equipment and Property

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

Student Contact

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

Students Leaving School Property - Restrictions

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

Translation and/or Interpretation Services

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

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

Transportation/Busing

The school will assign each child to a specific bus. Pupils are expected to conform to normal standards of acceptable behavior when riding on a school bus, and all school rules apply "door to door." **Video cameras may be installed on all district transportation vehicles. All students may be audio- and videotaped on district transportation at any time. If inappropriate behavior is recorded, the incident will be referred to the appropriate building administrator for disciplinary action. Any student who willfully attempts to block a camera's view will be subject to disciplinary consequences.**

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

Conduct and Regulations

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

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

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

Discipline Procedures

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

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

Bus Transfers

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

Bus Accidents

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

Unauthorized Group Procedures

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

Video Surveillance

Video cameras are placed throughout the building. All students may be videotaped on school property at any time. If inappropriate behavior is recorded, the incident will be referred to the appropriate building administrator for disciplinary action. Any student who willfully attempts to block a camera's view will be subject to disciplinary consequences.

High School Student Services

Cafeteria Procedures

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

High School Lunch

The cafeteria offers both **hot lunches** and **à la carte** items. À la carte prices are posted in the cafeteria.

Attendance

- Students must report to their assigned lunch period.
- Students are not permitted in the cafeteria during any lunch period other than the one assigned to them.
- Students may stop at their lockers on the way to lunch or while returning to class after lunch.
- Students are not permitted to leave the school building during their assigned lunch period.

Cafeteria Expectations

Students are expected to:

- Conduct themselves in a respectful and orderly manner.
- Wait patiently in line and refrain from cutting.
- Keep noise levels appropriate.
- Clean their eating area before leaving.
- Return trays and dispose of all trash in the designated disposal area.
- Follow all directions given by cafeteria staff and school personnel.

School staff reserves the right to assign cafeteria seating when necessary.

Safety and Conduct

The following behaviors are prohibited:

- Throwing food or other objects (may be considered disorderly conduct).
- Excessive yelling, screaming, or disruptive behavior.
- Any conduct that interferes with the safe and orderly operation of the cafeteria.

Violations may result in disciplinary action.

Leaving the Cafeteria

- Students must obtain a Securly pass before leaving the cafeteria for any reason.
- Students who need to use the restroom during lunch must use the restrooms located adjacent to the cafeteria.

Student Meal Accounts

- All students are required to use the cafeteria point-of-sale system by scanning their ID or entering their PIN to access their meal account.

High School Breakfast (Before School)

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

Procedures

- All regular cafeteria expectations and lunch procedures apply during breakfast.
- Students arriving at school **after 8:00 a.m.** must report to their homeroom teacher before going to the cafeteria.
- Students are expected to arrive to class on time. **Eating breakfast is not an acceptable excuse for tardiness.**

High School Second Breakfast

A grab-and-go second breakfast is available daily from **9:38–9:42 a.m.** The purpose of second breakfast is to provide a quick meal option for students who may have missed breakfast before school.

Student Expectations

- **Students should pick up their breakfast item as they pass between classes.**
- Students should select only a quick grab-and-go item and proceed directly to their next class.
- Students should not linger in the cafeteria or hallways.

Teacher Expectations

- Do not dismiss students from class to obtain second breakfast.
- Students should not request a Securly pass or other pass to visit the cafeteria after arriving in class.
- Students who miss the second **breakfast window should remain in class.**

School Counseling

The WAHS School Counselors assist all students in obtaining the educational background necessary for future success.

The counseling personnel provide students with many services, including:

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

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

School Police Officer (SPO)

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

Student Assistance Program (SAP)

The WAHS Student Assistance Program (SAP) provides a means to identify and support students with serious problems that interfere with their success at school. The following areas of concern are the focus of the SAP program:

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

The Student Assistance Program (SAP) and its advisors follow strict confidentiality guidelines. The only exceptions occur when there is reason to believe that a student may seriously harm themselves or another person. Through the SAP Program, students can access a variety of support services, including individual counseling, peer helpers, faculty mentors, and support groups addressing topics such as drug and alcohol use, eating disorders, anger management, depression, loss and grief, aftercare, family issues, and transitions.

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

The members of the SAP Team are:

- Mr. Travis Ey, High School Principal
- Mr. Brett Buselli, High School Assistant Principal/Athletic Director
- Dr. Amanda Schmalzle, High School Assistant Principal
- Mrs. Erin M'Liss Bonagura, Science Teacher
- Dr. Stephanie Campbell, Special Education Teacher
- Ms. Nina Colianni, Social Studies Teacher
- Mr. David Hamill, Fine Arts Teacher
- Mr. Steve Krushnowski, English Teacher
- Mrs. Kristen Nalesnik, Special Education Teacher
- Mrs. Kristin Nebzydoski, Disciplinarian
- Mrs. Lisa Peet, Fine Arts Teacher
- Dr. Katie Schkolenko, CTE Teacher
- Mr. Leonard Spoor, Special Education Teacher

High School Attendance Policy

Student Absence

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

Parents/guardians are responsible for providing an excuse for each day a student is absent from school. All excuses must be submitted to the office within 5 school days of the absence. **When a student has been excessively absent, the school shall notify parents that all additional absences shall require a written doctor's note or a WASD student medical excusal form.** Excessive absences beyond fifteen (15) days shall be considered unexcused absences.

Excused Absence

After an absence, parents/guardians must provide an excuse or a doctor's note to the office within 5 school days, or the absence will be marked as unexcused. Acceptable forms of excuse documentation include a written note, a telephone call, an email, a fax, or an excuse card.

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

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

Excessive Absence

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

Unexcused Absence

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

- Truancy
- Shopping
- Absence due to parental neglect (e.g., car trouble, oversleeping)
- Employment

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

Unlawful Absence

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

Unexcused Absences

After **three (3) unexcused absences**, a letter will be mailed home. This letter will include:

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

- Contact information of the truancy officer

After five (5) unexcused absences, an administrator or designee will contact the parents/guardians. The administrator or designee will invite the parents/guardians to a School and Family Conference to develop a Student Attendance Improvement Plan (SAIP) and will inform the parent(s)/guardian(s) of::

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

In addition, a letter will be mailed home, serving as official notice of their child's fifth unexcused absence. A copy of the letter will be sent to the Student Support Team. The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After six (6) unexcused absences, an administrator or designee will contact the parents/guardians and mail a letter to the home. The administrator or designee will apprise the parents/guardians of the severity of the situation and invite them to a School and Family Conference to develop a Student Attendance Improvement Plan (SAIP), unless one has already been conducted during the current school year. If a parent refuses a meeting, the student's attendance information will be forwarded to the magistrate's office. The letter will serve as official notice of the child's seventh unexcused absence. The letter will state that the parent has five school days to respond and set up a School and Family Conference, or the student's attendance information will be forwarded to the magistrate's office. A copy of the letter will be sent to Children and Youth Services.

Excessive Absences

After **eight (8) absences**, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After twelve (12) absences, an administrator or designee will contact the parents/guardians. The administrator or designee will invite the parents/guardians to a School and Family Conference to develop a Student Attendance Improvement Plan (SAIP), unless one has already been conducted during the current school year, and will inform the parents/guardians of:

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

In addition, a letter will be mailed home. The letter will serve as official notice of their child's seven absences. A copy of the letter will be sent to the Student Support Team. The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- District policy on excessive absences, including information that after the 10th absence, a doctor's note is required for each additional absence
- The possible consequences of noncompliance
- Contact information of the truancy officer

After fifteen (15) absences, an administrator or designee will contact the parents/guardians. The administrator or designee will apprise the parents/guardians of the severity of the situation and invite them to a School and Family Conference to develop a Student Attendance Improvement Plan (SAIP), unless one has already been conducted during the current school year. A letter will be mailed home. The letter will serve as official notice of their child's fifteenth

absence. The parent/guardian must attend a School and Family Conference to address this issue, which will be scheduled by a school official, unless one was already held during the current school year. The family has two days to contact the school about the SAIP before the school initiates contact by phone. The letter will also state that any subsequent absence without a doctor's note will be considered unexcused and may be forwarded to the magistrate's office. Referral to the SAP Team is at the school counselor's discretion, and the school counselor will be copied on the letter. A copy of this letter will be mailed to Children and Youth Services, as authorized by the building administrator.

Student Early Dismissal

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

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

Parents/guardians must sign the student out at the office when the student is picked up. No student may sign themselves out without parental permission, regardless of age. Students who are excused early from school due to illness are not to return to the school building or property for the remainder of the day. This includes during school hours, after dismissal, and at night, whether participating in or spectating at an extracurricular activity or sporting event.

Tardiness

The school day begins at 8:00 a.m. Students who report to their first-period class after 8:09 a.m. are considered to be tardy. Unexcused tardiness includes lateness due to parental neglect, oversleeping, shopping, employment, car issues, truancy, etc. Excused tardiness includes family emergency, verifiable medical or dental appointment, illness, attendance at funerals, impassable roads, or participation in religious services/holidays. **Only unexcused tardiness** will be recorded on the student's report card. **Upon the third unexcused tardy, the student will receive a written warning, and a letter will be sent to the student's parent(s) or guardian(s). Further disciplinary action will be taken if tardiness becomes excessive.** Students who arrive before 8:00 a.m. should report directly to the cafeteria or auxiliary gym. Any student who arrives to school after 11:16 a.m. will be charged with a half-day absence. Any student who leaves before 11:16 a.m. will be charged with a half-day absence. If a student arrives at school after 11:16 a.m. on the day of an after-school activity or event, the student will be ineligible to participate unless an administrator or designee grants authorization.

Attendance at Activities

Any student who is absent or excused from school before the end of the school day due to illness or suspension may not attend any after-school functions that day unless approval is granted by the principal or the principal's designee.

Arrival Procedures

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

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

High School Building Procedures

Student Responsibilities & Rights

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

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

Backpacks, Book Bags, and Book Sacks

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

Class Cutting

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

Class Procedures

Promptness to Class

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

for the beginning of class.

- Students who arrive late to class because they were meeting with a staff member must obtain a pass from that staff member. Upon arriving in class, they must present the pass to their teacher.
- Students who miss any class for unexcused reasons may be given a failing grade for the missed work and be disciplined for cutting class.
- A student who is late to class three times will receive a referral, resulting in a formal warning. Continued lateness will result in additional consequences, such as detention. Chronic tardiness may result in further disciplinary action, including restricted movement.

Conduct in Class

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

Procedure for Leaving Class

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

Dismissal Procedures

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

Dress Code and Grooming

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

The following items are allowed:

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

The following items also apply:

- All items permitted in this dress code must be clean and made of material that is not sheer or see-through.
- Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted.
- Sunglasses are not permitted unless there is a documented medical issue (i.e., a concussion).
- Smart glasses, including Meta/Ray-Ban Smart Glasses and any eyewear equipped with cameras, microphones, recording, communication, or AI-enabled features, are prohibited during the school day, regardless of whether the eyewear is prescription or non-prescription.
- Clothing, patches, buttons, pins, and/or jewelry are permitted, but they must not do any of the following: display sexually suggestive writing/pictures; advocate violence; advertise and/or promote the use of tobacco, alcohol, and/or drugs; display double-meaning wording and/or obscene language; use disrespectful language; suggest gang affiliation or activities.

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

Electronic Devices

Personal electronic devices, including but not limited to cell phones, earbuds, headphones, laptops, video game devices, smartwatches, and smart glasses, must not be visible during instructional time. Smart glasses include Meta/Ray-Ban Smart Glasses and any prescription or non-prescription eyewear equipped with cameras, microphones, recording, communication, or AI-enabled features. Students will be required to place devices in their bookbags or in secure classroom areas designated by the teacher (e.g., a cell phone caddy). Failure to comply with this classroom rule will result in progressive discipline, including confiscation of the electronic device. Personal phone calls must be made in the Student Support Office. Students are not permitted to connect personal devices to the school Wi-Fi.

Elevator Usage

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

Emergency/Evacuation Procedures

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

Fighting

All students, regardless of the circumstances, should make every effort to avoid fighting. Instead, students should seek help from the school's professional staff, including the SAP Team. Students involved in fights will be suspended from school and school-related activities and may face further disciplinary action, including citations, placement in an alternative setting, and expulsion.

Gambling / Games

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

Hall Passes

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

Leaving School Property

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

Lockers

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

Name Changes

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

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

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

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

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

Personal Property

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

Show of Affection (Public Display of Affection - PDA)

Students are expected to maintain appropriate physical boundaries while at school and at school-sponsored activities. Excessive public displays of affection that disrupt the educational environment or create discomfort for others are not permitted and may result in disciplinary action.

Restrooms

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

Student Parking Permit Information

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

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

Student Technology Participation

Wallenpaupack Area School District provides every student with the opportunity to utilize technology for educational purposes. All students K-12 are issued an iPad as part of our 1:1 Technology program. Students are expected to bring the issued device to and from school each day.

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

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

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

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

Students may not:

- Violate any School Board Policies, including, but not limited to, the WASD Acceptable Use Policy 815, or any public law.
- Record or take photographs, audio, or visual recordings of anyone without their explicit permission.
- Illegally install or transmit copyrighted photos, videos, audio, and/or text.
- Send mass or inappropriate emails.
- Download inappropriate apps such as those that involve adult-related content, gambling, violence, etc.
- Share their device or password/login credentials with anyone, unless directed by an administrator.
- Use, access, or attempt to access another person's account, password, or login credentials, nor permit another person to use their own credentials, unless specifically authorized by a school administrator.
- Overtly misuse the iPad in any way.

All students are expected to fully engage in schoolwork while using devices. If a student violates any part of the above guidelines or behaves or interacts in ways inconsistent with the WAHS Student Handbook, the WASD Acceptable Use Policy, or any other district policy, appropriate disciplinary action will be taken.

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

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

Use of Generative Artificial Intelligence (AI) Tools:

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

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

Textbooks

The school provides students with textbooks, digital resources, technology, and other instructional materials to support learning. Students are responsible for the proper care and return of all school-issued materials; unreasonable damage, loss, or failure to return materials may result in a replacement fee based on the current replacement cost. Replacement materials may be issued as needed, but all associated costs must be paid by the student and/or parent/guardian. Payment of fees must be verified by a receipt.

Tobacco/Nicotine

The Wallenpaupack Area School District is a tobacco- and nicotine-free environment. The possession, use, distribution, sale, or being under the influence of tobacco, nicotine, vape products, electronic cigarettes, nicotine pouches, or related paraphernalia on school property, school transportation, or at school-sponsored events is prohibited and may result in disciplinary action and/or referral to law enforcement in accordance with district policy and state law.

Working Papers

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

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

- Obtain an "Application for Employment Certificate or Transferable Work Permit" from the main office staff or download the form from the High School's website at www.wallenpaupack.org/wahs.
- Complete the form and return it to the WAHS main office Monday-Friday from 9 a.m.-2 p.m. during the school year. Summer Hours are Monday-Thursday, 9 a.m.-2 p.m.
- Specific questions can be directed to the High School Main Office.

High School Academics

Academic Integrity

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

Expectations of Students

Each student will maintain academic integrity by the following:

- Students will complete all assigned work, activities, and assessments responsibly, avoiding cheating, lying, and stealing.
- Students will consult with their teacher about any concerns or questions when they are unclear about an assignment's expectations or requirements.

Violations of Academic Integrity

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

- Students will not utilize any form of communication to provide or prompt answers during assessments (i.e., cheat sheets, marks/writing on the body or clothing, electronic devices).
- Students will not send or receive any verbal, nonverbal, or electronic forms of communication during assessments (i.e., texting, showing/looking at another’s assessment, hand gestures, facial gestures, or signals such as tapping or coughing).

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

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

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

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

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

Assessment

Purposes of Assessment and Grading

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

Core Beliefs

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

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

WASD Academic Grading Key

Grades 9-12 all areas

Numeric Grading	Letter Conversion
96 – 100	A+
90 – 95	A
86 – 89	B+
80 – 85	B
76 – 79	C+
70 – 75	C
67 – 69	D
66 or below	F
I – Incomplete	An Incomplete is due to a student missing an assignment(s). It is the student's responsibility to coordinate with the teacher to make up the assignment(s) within 5 school days of the final day of the marking period. After that time, missing assignments will become a zero. This may affect a student's class rank, honor roll and/or GPA.
P - Pass	Students will not receive a numerical grade but will receive credit for the course.
NC - No Credit	Students will receive no credit for the course and will not be eligible for honor roll or National Honor Society.
M - Medical	Used when a student has a documented medical excuse.

PowerSchool®/Schoolology®

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

Graduation Requirements

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

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

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

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

Accelerated Graduation

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

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

- Must accept responsibility for meeting graduation requirements.
- Are responsible for obtaining information on scholarship opportunities, Senior Class activities, and end of the year functions such as the Junior/Senior Prom, Class Night, Baccalaureate and Commencement. All students wishing to participate in Commencement must attend all scheduled Commencement practices.
- May not participate in spring interscholastic athletic teams or co-curricular activities.
- Should contact Social Security to determine continued eligibility for student benefits.
- Must leave school grounds at the close of scheduled classes unless given permission to remain by an administrator or staff member.
- Must demonstrate continued good citizenship during the Spring Semester preceding graduation, as determined by the School Administration, or participation in Commencement ceremonies may be denied. Students who choose to withdraw from high school prior to graduation may earn a Wallenpaupack Area High School Diploma by completing courses required for graduation at an accredited post-secondary institution. All courses taken for high school credit must be pre-approved by the High School Administration. Students wishing to participate in Commencement activities must ensure that official transcripts of completed coursework are received by the High School Counseling Office 10 days prior to the WAHS graduation date. Grades received from outside institutions will not be included in GPA calculations. Students must attend WAHS for at least one semester during the academic year of graduation in order to be eligible for local scholarship awards.

Commencement

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

Latin Honors

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

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

Make-Up Work

- Students who miss school for legal reasons will be allowed the same number of school days to make up missed work as the number of days they were absent. For example, if a student misses five days of school, the student will have five school days to make up the work, beginning on the day the student returns and not counting any subsequent days of absence.
- Students who are homebound are generally expected to be current with their schoolwork upon their return, but some latitude may be given in individual circumstances.
- Students who have unexcused absences may receive a zero for the day and may not be allowed to make up work.

Physical Education Regulations

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

Progress Reports

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

Parent Conferences

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

Grade Point Average

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

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

Additional information concerning course weights and calculations can be obtained from the School Counseling Office.

Honor Roll

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

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

National Honor Society

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

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

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

Any member who falls below the eligibility requirements or has disciplinary action may be placed on probation for

one semester, including receiving No Credit in a course. If the deficiency is not improved, the student will be dismissed. Once a student is dismissed, that student will no longer be eligible for the National Honor Society. Drug/alcohol, weapons, violent or disorderly behavior violations will result in removal from the National Honor Society. A faculty and administrative council will review all academic, disciplinary, and character issues that arise with National Honor Society students.

Semester 2 Senior Early Dismissal Privilege

- Early dismissal in Semester 2 is a privilege for seniors who meet academic, attendance, and citizenship requirements.
- Seniors who are not proficient in Pennsylvania State Assessments may be required to take remedial courses, which may affect their ability to qualify for early senior excusal.
- The school is under no obligation to make adjustments to individual student schedules to accommodate early dismissal.
- Students who have early dismissal privileges are expected to stay for special programs or events (assemblies, testing programs, commencement practice, etc.). Work outside of school will not be considered a sufficient reason for leaving school.
- Revisions in the school schedule will require students to adjust their senior release time. (Example: A two-hour delay would mean senior early dismissal is at 1:54 p.m. instead of 1:20 p.m.)
- Students may not leave campus and then return for sports, meetings, buses, etc., without administrative approval.
- Senior privileges will be revoked for the following reasons:
 - Failure to leave school property within five (5) minutes after the student's last scheduled class without prior administrative approval.
 - Excessive tardiness to class or school, excessive absenteeism
 - Truancy
 - Violation of school driving regulations
 - Serious or frequent disciplinary infractions
 - Failure to maintain passing grades in all subjects
 - Incomplete grades
 - Misuse of the senior early dismissal system
- Seniors who lose this privilege will be assigned to a study hall.
 - Application for this privilege may be made after the school year has begun and must be approved by both the parent and the administration.

Promotion

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

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

Request for School Records

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

Student Schedules

Scheduling is one of the most important aspects of a student's academic development. Students and their parents are encouraged to review scheduling materials online prior to completing their schedules. Student course requests and a parent/guardian signature must be submitted for a schedule to be finalized. Any changes must be approved by an administrator.

Dual Enrollment

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

Summer School

If a student has failed a course and an approved summer school course is available, the student may take the course for credit if the student has earned a grade of 55–66 or has received administrative approval. Summer school courses are weighted standard challenge for GPA purposes, and successful completion of a course will result in a maximum grade of 67. Students/families will be responsible for the cost of summer school.

High School Student Activities

After-School and Extracurricular Activities

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

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

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

Extra-Curricular Eligibility

- The grades of students participating in extracurricular activities will be reviewed weekly. If a student is failing one full-credit course or its equivalent, the student will be ineligible for at least one week.
- Students applying for leadership positions (student council, class officers, etc.) must be in good academic standing, demonstrate good citizenship, and have been active in class activities. Student leaders must continue to display these positive characteristics during their term in office.
- Student Council will oversee class elections.
- If a student fails one credit for the first semester, that student is ineligible for the first fifteen (15) school days of the second semester.
- If a student fails one credit for the second semester, that student shall be ineligible for the first fifteen (15) school days in September.
- If the student makes up the subject in which the student failed, the student shall become eligible.
- A student will be ineligible to compete or practice if the student arrives at school after 11:16 a.m., unless approved by the Athletic Director.

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

When it is determined with reasonable certainty that a student participating in co-curricular or extracurricular activities has been in possession of, under the influence of, or in proximity to underage students consuming drugs or alcohol (a student attending a party but not consuming drugs or alcohol will be subject to the same penalties), the student will be subject to the following consequences:

- *First Offense:* Parental notification, school interventions, and drug & alcohol assessment provided by the District.
- *Second Offense:* Fourteen calendar days of ineligibility, parental notification, continued school interventions,

and a drug & alcohol assessment provided by the District.

- **Third Offense:** Student will be declared ineligible to participate in any co-curricular or extra-curricular activity for the remainder of the school year.

*NOTE: Refusal to participate in a drug & alcohol assessment or comply with the recommendations of the drug & alcohol assessment will render the student ineligible for the remainder of the 2026-2027 school year. The District will continue to offer services to ineligible students.

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

Athletics

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

WAHS sponsors varsity sports as follows:

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

The school also sponsors several junior varsity and junior high teams.

Athletic Regulations

The following regulations will govern participation in varsity sports and cheerleading:

- Each student must have a PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) on file for the current school year. The CIPPE may not be performed earlier than May 1st of each school year and shall be effective, regardless of when performed during a school year, until the next April 30th. Students involved in subsequent sports in the same school year must complete Section 7 of this CIPPE and submit it before being eligible to participate in a subsequent sport. If it is determined from the information provided in Section 7 that the student must be medically cleared by a physician, Section 8 must be completed before the student is eligible to participate in an athletic program.
- Parents should be aware that there is no automatic "school district insurance." The Wallenpaupack Area School District carries an insurance policy for students participating in interscholastic sports, including band, cheerleaders, majorettes, student trainers, and student managers, during their individual seasons as established by the Pennsylvania Interscholastic Athletic Association (PIAA). This policy is activated only after the family's primary insurance plan is exhausted. Parents are encouraged to enroll their students in the District's Student Accident Insurance Program. This insurance program should be viewed only as an addition to the family's primary medical insurance plan and not as a substitute plan.
- Each student-athlete is required to complete a Co-Curricular Drug and Alcohol Policy Form, which must also be signed by the student's parent(s) or guardian(s). This form outlines the consequences of violating the District's Policy.

- A student will be ineligible to compete if they are absent on the day of the game unless approved by an administrator or an administrator's designee.
- A student will be ineligible to compete or practice if they arrive at school after 11:16 a.m. unless approved by an administrator or an administrator's designee.
- It is expected that the student body will demonstrate good sportsmanship. Unsportsmanlike conduct will not be tolerated.
- The WAHS Athletic Program is a member of the Pennsylvania Interscholastic Athletic Association, Inc., and all PIAA rules will be followed.

Athletic Transportation Policy

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

Athletic Policy

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

Consent of Parent

A student is eligible to practice or participate in a sport only if a signed PIAA Athletic Eligibility Card is on file. The card must be signed by the student's parent or guardian.

Physical Examination

No student is eligible to represent the school in any interscholastic athletic contest unless they have been examined by a licensed physician before their first sports season of the academic year. Before each subsequent sports season, the student must be recertified by a licensed physician.

Clubs and Activities

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

The following clubs are available:

Aevidum	Literary Magazine	Show Choir
Art Club	Local History Club	Skills USA
Aviation Club	Marching Band	Stage Crew
Band Front (Color Guard)	National Art Honor Society	Student Council
Chess Club	National Honor Society	Technology Student Assoc.
Environmental Club	National Technical Honor Society	Video Club
E-Sports	Our Kids' Food Pantry	Vocal Music
FBLA	Paupack United	Volunteers in Paupack
FCCLA	SADD	WAHS Players
Guitar Club	Scholastic Team	World Language Club
HOSA	Science Olympiad	Yearbook Club

High School Discipline

Student Misconduct

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

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

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

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

Referral and Administrative Actions

Referral Procedure

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

- Teachers, school counselors, and administrators have the authority to maintain appropriate student conduct and discipline while students are under school supervision, including during travel to and from school, consistent with applicable laws and district policies.

Discipline Committee

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

Consequences

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

- Parental conference
- Referral to counselor
- Denial of privileges
- Confiscation of property
- Restricted movement
- Lunch detention
- Bus suspension
- Detention
- Referral to psychological services staff
- Conference suspension
- Liability for damages or financial loss
- In-school suspension
- Out-of-school suspension
- Alternative placement (a reentry meeting is required when the student returns from an alternative placement)
- Expulsion
- Referral to appropriate local, county, and/or state agencies and/or institutions
- Civil and/or criminal prosecution

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

Detention Procedures

- Detention(s) will be assigned as a consequence of violating school regulations.
- Detention will be held before school from 7:00 a.m. to 8:00 a.m. or after school from 3:05 p.m. to 5:15 p.m.
- A student may choose to serve two consecutive morning detentions or one after-school detention.
- Students will receive at least 24 hours' notice of any after-school detention they are required to serve. It is the student's responsibility to inform their parent(s) or guardian(s) of the scheduled detention date(s).
- Only an administrator or a member of the discipline committee may excuse a student from detention.

- Students will be allowed to reschedule detention for excused medical or dental appointments, but must provide verification from a doctor to the discipline office.
- Serving a detention takes precedence over all school activities.
- Students will not be excused from detention to participate in extracurricular activities.
- Students who have work responsibilities must make arrangements to serve the detention(s) on the day(s) assigned.
- Students who, without permission, do not report to a scheduled detention will be rescheduled for another detention and subject to further disciplinary action.
- Students may not visit their lockers during detention.
- Students must report to detention with sufficient school-related work for the entire time of detention.
- Any student who is disruptive during detention or fails to follow the detention monitor's specific instructions will be considered insubordinate and may face further consequences. The student will be referred to an administrator.
- Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention(s).
- The atmosphere of detention will be one of individual study. Students should use their time to complete homework assignments, study notes, or read. The use of electronic devices is strictly prohibited.

Exclusion from School - Suspensions and Expulsions

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

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

In-School Suspension Procedures

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

Rules

- Students must remain in ISS for the entire school day.
 - Students who normally have senior early dismissal will forfeit this privilege on days they are assigned to ISS.
- The following consequences apply to students who miss assigned time in ISS:
 - If a student is absent on a day they are assigned ISS, they will serve the assigned day of ISS on the first day they return to school.
 - If a student arrives late to school on a day they are assigned ISS, they will serve the remaining portion of the assigned day. In addition, the student will be assigned an additional day of ISS.
 - If a student has an early dismissal on a day they are assigned ISS, the remaining portion of the ISS will be served the following day.
 - If a student has a previously scheduled doctor's appointment, the disciplinarian assigning the ISS will work with the parent to schedule the ISS around this appointment.
 - If the school schedule is disrupted due to inclement weather, the following procedures will be followed:
 - If school is canceled, the student will serve ISS on the first day that school resumes.
 - If there is a delayed opening (2-hour delay), the student will serve ISS on the scheduled day and will follow the amended schedule.
 - If there is an early dismissal, students will not make up time lost due to being released early.
 - Students will be escorted to lavatories.
- Students must bring all texts/materials needed to complete assignments.
- All school rules apply in ISS.
- Students are to remain seated in their assigned seats during ISS.
- Students are only permitted to do the following while serving ISS:
 - Complete class work assigned by classroom teachers
 - Complete behavioral assignments associated with the reason ISS is being served
 - Read appropriate materials
- The following behaviors are not permitted:
 - Sleeping
 - Talking
 - Using entertainment/communication devices (will be confiscated)
 - Eating and drinking (with the exception of lunchtime)
- Violation of the ISS rules may result in more ISS time, OSS, or elimination of ISS as an option for disciplinary action.
 - If a student does not successfully complete ISS on a given day due to inappropriate behavior, they will be assigned additional time in ISS as determined by an administrator.
 - If a student continues to misbehave in ISS, they will receive OSS; however, they will return to ISS following the OSS until the ISS assignment has been successfully completed.

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

Appendix – Board Policies

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

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

For more information, see Board Policy No. 815

Attendance

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

For more information, see Board Policy No. 204

Bullying/Cyberbullying

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

When a student believes they are being bullied, intimidated, or in physical danger, they should immediately inform the bully that their behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.

For more information, see Board Policy No. 249

Communication Devices

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

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

For more information, see Board Policy No. 237

Destruction of Property

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

For more information, see Board Policy No. 218

Controlled Substances/Paraphernalia

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

For more information, see Board Policy No. 227

Flag Salute

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

For more information, see Board Policy No. 807

Freedom of Expression

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

For more information, see Board Policy No. 220

Fundraising/Selling

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

For more information, see Board Policy No. 229

Gang Activity

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

For more information, see Board Policy No. 218.3

Hazing

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

For more information, see Board Policy No. 247

Homebound Instruction

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

For more information, see Board Policy No. 117

Homework

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

For more information, see Board Policy No. 130

Search of School Property

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

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

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

For more information, see Board Policy No. 226

School Visitors

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

For more information, see Board Policy No. 907

Student Expression/Distribution and Posting of Materials

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

For more information, see Board Policy No. 220

Terroristic Threats/Acts

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

For more information, see Board Policy No. 218.2

Tobacco Use/Possession

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

For more information, see Board Policy No. 222

Unlawful Harassment

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

For more information, see Board Policy No. 248.

Weapons

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

For more information, see Board Policy No. 218.1

Wellness Plan

The primary goals of the WASD Wellness Plan are:

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

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

For more information, see Board Policy No. 246