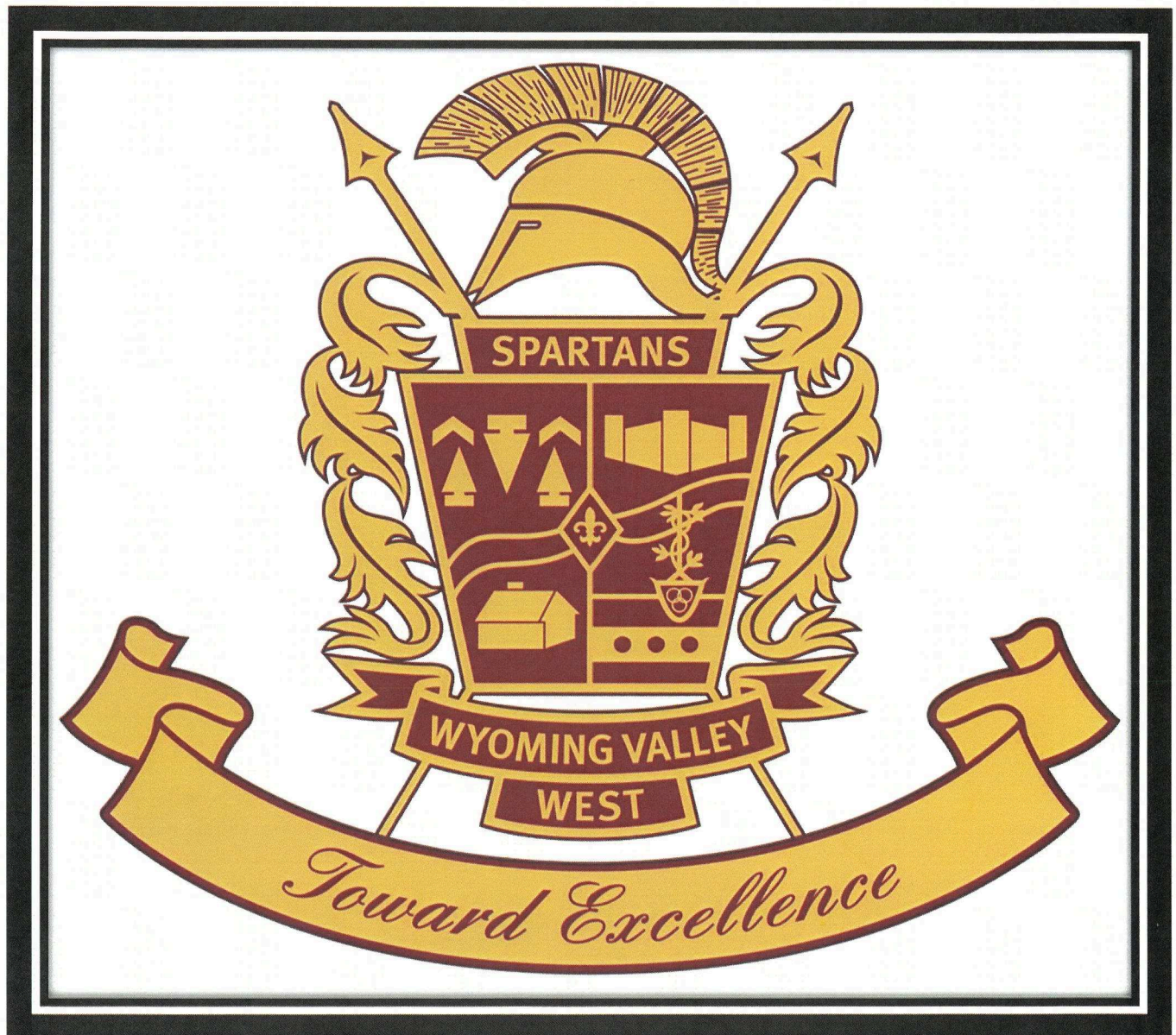


# Wyoming Valley West High School

## Student Handbook



2023-2024



## **SYMBOLISM**

### **ARMS** - BURGUNDY AND GOLD

**SPARTAN SHIELD** -- **UPPER LEFT** -- Three arrowheads representing the Indian tribes that settled in the area in respective order: Shawnees, Delawares and Nanticokes. The larger arrowhead gives greater importance to the Delawares as they were only tribe to remain and built the town of “WAUWAUMIE”, finally called “WYOMING”. The mountains in the background were rich in resources that provided food and shelter for these Indians.

**BOTTOM RIGHT** -- The shield in center from King Charles II Coat-of-Arms signifying him as the land owner in 1660. above this is a grapevine from the Connecticut seal representing the 1662 charter granting the area of Pennsylvania to the Connecticut Colony. Then in 1681, the same king granted another charter to William Penn, symbolized the 3 roundels from Penn’s arms, creating a duplication of land title and leading to several pennamite - Yankee Wars.

**UPPER RIGHT** -- Forty Fort -- Originally built in 1770 and was named for the first forty settlers who arrived in the valley from Connecticut.

**BOTTOM LEFT** -- First school built for settlers in Kingston area in 1774 and supported by local funds. It was not until 1834 that the STATE PUBLIC SCHOOL ACT was enacted.

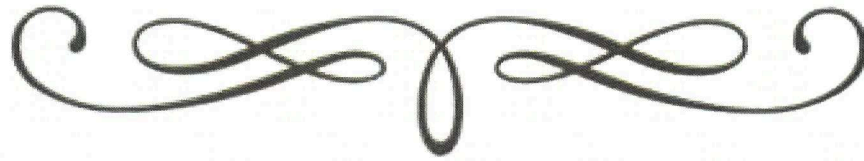
**BEND WAVY** -- (Diagonal) -- Represents the Susquehanna River. One of the more important resources to attract the settlers.

**CENTER** -- “BLACK DIAMOND” or coal -- The single most important natural resources known to Wyoming Valley. From Smith Opening in Plymouth, the first anthracite was shipped in 1807. Superimposed over this diamond is the French Fleur-de-lis for Chevalier De La Luzerne for whom the county was named in 1786. Luzerne was the first minister from France to the United States.

**SHAPE** -- The shield has been designated in a keystone shape to represent the Great Commonwealth of Pennsylvania.

**SPARTAN CREST** -- A spartan helmet with a 9-pointed star, for the 9 schools in the Jointure.





### **Alma Mater**

We left up our voices in praise far and near

To you, our Alma Mater,

For friends we hold so dear;

For Honor, Truth and Glory,

We'll strive year after year.

We pledge our lives always

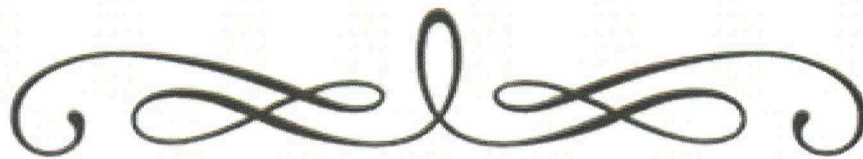
To hold high the crest;

We pledge to you allegiance to do

What is right and best,

To honor you, our high school

**Wyoming Valley West.**



# 2023-2024 School Calendar

## WYOMING VALLEY WEST SCHOOL DISTRICT



450 N. Maple Ave  
(570) 288-6551 [www.wvwd.org](http://www.wvwd.org)  
Kingston, PA 18704

## February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## August 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 30	New Teacher Orientation
Aug 30	6th & 9th Grade Orientation(HS/MS)
Aug 31	District In-Service @ HS 8-3
Aug 31	Kindergarten Orientation (1-2:30)
Sept 1	District In-Service in buildings (8-1)
Sept 4	Labor Day (No School)
Sept 5	1st Student Day of School
Sept 11	Meet the Teacher Night @ HS 6-8
Sept 12	Meet The Teacher Night @ MS 6-8
Sept 14	Meet The Teacher Night @ ES 6-8
Sept 22	Act 80 Day (Early Student Dismissal)
Oct 9	Columbus Day (No School)
Oct 31	Act 80 Day (Early Student Dismissal)
Nov 10	Veterans Day (No School)
Nov 13	@HS P/T Conf. 12-2:30 & 6-8
Nov 14	@MS P/T Conf 12:30-3 & 6-8
Nov 15	@ES P/T Conf 1-3:30 & 6-8
Nov 22	Early Dis. HS-10:30, MS-11:20, ES 12:00
Nov 23-27	Thanksgiving Recess (No School)
Dec 22	Early Dis. HS-10:30, MS-11:20, ES 12:00
Dec 23-Jan 1	Year End Recess (No School)
Jan 15	Martin Luther King Day (No School)
Jan 25	End of 1st Semester
Jan 26	Act 80 Day (Early Student Dismissal)
Feb 16-19	Winter Recess (No School)
March 15	District In-Service in buildings (8-1)
March 29-April 1	Spring Recess (No School)
April 19	Act 80 Day (Early Student Dismissal)
May 3 & 24	Act 80 Day (Early Student Dismissal)
May 27	Memorial Day (No School)
June 6	GRADUATION
June 7, 10	Early Student Dismissal
June 10	Last Day of School

### TEST DATES Keystone/PSSA

TBD

### Marking Periods

- 1-Wednesday, November 8th (46 Days)
- 2-Thursday, Jan 25th-Semester (45 Days)
- 3-Wednesday, April 5th (46 days)
- 4-Monday, June 10th (45 days)

### Student Days ( ) by Month

- Sept (19), Oct (21), Nov (18)  
Dec (16), Jan (21), Feb (19), Mar (19)  
Apr (21), May (22), June (6)  
**Total Student Days = 182**

### Act 80 Days

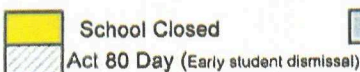
Sept. 22	HS 10:30, MS 11:20 ES 12:00
Oct 31	HS 10:30, MS 11:20 ES 12:00
Jan 26	HS 10:30, MS 11:20 ES 12:00
April 19	HS 10:30, MS 11:20 ES 12:00
May 3	HS 10:30, MS 11:20 ES 12:00
May 24	HS 10:30, MS 11:20 ES 12:00

### In-Service Days

Aug 31	@High School 8-3
Sept 1	In buildings 8 to 1
March 15	In buildings 8 to 1

### Inclement Weather Days

FID 1	1st snow day
FID 2	2nd snow day
FID 3	3rd snow day
FID 4	4th snow day
FID 5	5th snow day
Feb 16	6th snow day



IS Teacher In-Service (No school for students)  
Significant Dates



Parent Teacher Conferences  
First and Last day of school

Jan 6, 2023 version



# WWW HIGH SCHOOL SCHEDULE

Regular Day		2 Hour Delay		3 Hour Delay		Club		Act 80	
						HR: 7:27 to 7:37			
						Clubs: 7:37 to 8:07			
7:27 to 8:18	1	9:27 to 9:57	1	10:35 to 10:53	1	8:10 to 8:50	1	7:27 to 7:47	1
8:21 to 9:06	2	10:00 to 10:30	2	10:56 to 11:15	2	8:53 to 9:33	2	7:50 to 8:10	2
9:09 to 9:54	3	10:33 to 11:03	3	11:18 to 11:48	A lunch	9:36 to 10:16	3	8:13 to 8:33	3
9:57 to 10:42	4	11:06 to 11:36	4	11:51 to 12:21	5B	10:19 to 10:59	4	8:36 to 8:56	4
10:42 to 11:12	A lunch	11:39 to 12:09	A lunch	12:24 to 12:54	6B	10:59 to 11:29	A lunch	8:59 to 9:19	5
11:12 to 11:57	5B	12:12 to 12:42	5B	11:18 to 11:48	5A	11:29 to 12:09	5B	9:22 to 9:42	6
12:00 to 12:45	6B	12:45 to 1:15	6B	11:51 to 12:21	B lunch	12:12 to 12:52	6B	9:45 to 10:05	7
10:45 to 11:30	5A	11:39 to 12:09	5A	12:24 to 12:54	6B	11:02 to 11:42	5A	10:08 to 10:27	8
11:30 to 12:00	B lunch	12:12 to 12:42	B lunch	11:18 to 11:48	5A	11:42 to 12:12	B lunch	10:27 to 10:30	Locker/Dismissal
12:00 to 12:45	6B	12:45 to 1:15	6B	11:51 to 12:21	6A	12:12 to 12:52	6B	A Lunch	
10:45 to 11:30	5A	11:39 to 12:09	5A	12:24 to 12:54	C Lunch	11:02 to 11:42	5A		
11:33 to 12:18	6A	12:12 to 12:42	6A	12:56 to 1:15	3	11:45 to 12:25	6A	B Lunch	
12:18 to 12:48	C Lunch	12:45 to 1:15	C Lunch	1:17 to 1:36	4	12:25 to 12:55	C Lunch		
12:48 to 1:33	7	1:18 to 1:48	7	1:39 to 1:58	7	12:55 to 1:35	7	C Lunch	
1:36 to 2:22	8	1:52 to 2:22	8	2:03 to 2:22	8	1:40 to 2:22	8		



# Wyoming Valley West High School

150 Wadham Street  
Plymouth, PA 18651

Phone: (570) 779-5361 Fax: (570) 779-9510

**Mr. Ryan Amos**  
*Assistant Principal*

**Ms. Tara Carey**  
*Principal*

**Mr. Michael Pozzessere**  
*Assistant Principal*

Dear Parent(s)/Guardian(s),

We would like to take this opportunity to welcome you and your son/daughter to another exciting year at Wyoming Valley West. The goal of the school is to provide a positive learning environment and a challenging academic program for all students.

This handbook has been prepared to assist you in becoming acquainted with our school. Please read the handbook to prepare you for the 2023-2024 school year.


We offer many programs to help you develop mentally, socially, and physically as well as provide opportunities for academic preparation and occupational readiness. The traditions being developed here are the result of much thinking, planning and work on the part of our students and teachers. Your participation and cooperation will bring desirable and successful results. Your interest and hard work will determine the extent of your success.

Whatever you attempt, strive to do it well. Work to maintain pride in our school and to capture that elusive thing called “school spirit” which gives a school its distinctive quality and pervades the total atmosphere of the school.

Wyoming Valley West High School is YOUR school. Be proud of it and support its activities. Work hard so that WVW can be made better by your efforts.

  
Ms. Tara Carey  
High School Principal

  
Mr. Ryan Amos  
High School Assistant Principal

  
Mr. Michael Pozzessere  
High School Assistant Principal



## STUDENT HANDBOOK

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### **ACT 26: SAFE SCHOOLS ACT**

Act 26 of 1995 was added to the PA School Code in an effort to maintain a safer school environment. State law states that no student will be accepted into the Wyoming Valley West School District without completion of the district form giving notification of "any offense involving weapons, alcohol or drugs, infliction of injury to another person, or any act of violence committed on school property." In the event that the form is not returned to school, the parents will be informed that the student will NOT be allowed to attend until the form is returned.

### **ACT 158: PATHWAYS TO GRADUATION**

Act 158 of 2018 (Act 158) provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) in order for a student to achieve statewide graduation requirements. Alternative pathways to meeting statewide graduation requirements for students who are Career and Technical Education (CTE) concentrators were established.

Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness.

Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams in order to meet statewide graduation requirements, students must take the Keystone Exams for purposes of federal accountability.

Please refer to the Pathways to Graduation chart located in the Appendix.

### **AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES**

The Board declares it to be the policy of this district to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, ancestry, national origin, or handicap. The person designated to receive complaints concerning discrimination or harassment for the Wyoming Valley West School District is Mr. David Novrocki, Director of Curriculum, 450 North Maple Avenue, Kingston, PA, 18704, (570)-288-6551.

**\*Additional information can be found in the WVWSD Policy Book.**

### **ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) TESTING**

Students will participate in ASVAB testing during their junior year.

### **ASSEMBLIES**

Students should proceed to assemblies in an orderly fashion, and locate a seat in assigned sections. Assembly seating is assigned. Students must display full-cooperation and respect during programs. Talking, whispering, whistling, stamping of feet, and booing are inappropriate. Yelling is only appropriate at pep rallies. Students can applaud appropriately or as directed. Students are not permitted to leave assemblies until they are dismissed.



## ATHLETICS

### INTER-SCHOLASTIC ATHLETIC PROGRAMS

#### GRADES 7 - 12

FALL SPORTS	GRADES	FALL SPORTS	GRADES
FOOTBALL	Varsity Jr. High 9-12 7-9	GIRLS' FIELD HOCKEY	Varsity Jr. High 9-12 7-9
BOYS' SOCCER	Varsity 9-12	GIRLS' TENNIS	Varsity 9-12
BOYS' CROSS COUNTRY	Varsity Jr. High 10-12 7-9	CO-ED GOLF	Varsity 9-12
GIRLS' CROSS COUNTRY	Varsity Jr. High 10-12 7-9	GIRLS' VOLLEYBALL	Varsity 9-12
CHEERLEADING	Varsity 9-12		
GIRLS' SOCCER	Varsity 9-12		
CO-ED SOCCER	Jr. High 7-8		

WINTER SPORTS	GRADES	WINTER SPORTS	GRADES
WRESTLING	Varsity Jr. High 9-12 7-9	BOYS' SWIMMING/DIVING	Varsity 9-12
BOYS' BASKETBALL	Varsity Jr. High 9-12 7-9	GIRLS' SWIMMING/DIVING	Varsity 9-12
GIRLS' BASKETBALL	Varsity Jr. High 9-12 7-9	BOYS' WINTER TRACK	Varsity 9-12
CHEERLEADING	Varsity 9-12	GIRLS' WINTER TRACK	Varsity 9-12

SPRING SPORTS	GRADES	SPRING SPORTS	GRADES
BOYS' VOLLEYBALL	Varsity 9-12	SOFTBALL	Varsity Jr. High 9-12 7-9
BOYS' TRACK	Varsity Jr. High 9-12 7-9	GIRLS' TRACK	Varsity Jr. High 9-12 7-9
BOYS' TENNIS	Varsity 9-12	BASEBALL	Varsity Jr. High 9-12 7-9

### ATHLETIC SUBSTANCE ABUSE POLICY

The Wyoming Valley West Athletic Department has established a substance abuse policy in order to protect the health and well-being of its student athletes and the integrity of its athletic program. Parents and educators must instruct young people about substance abuse, discipline those who choose to use prohibited substances, and emphasize training and practice rather than the use of chemicals to improve performance. **A student athlete who comes in contact with drug or alcohol use should leave the location immediately to avoid temptation and eliminate suspicion.**

- If a student athlete violates the Wyoming Valley West School District Drug Awareness Policy; the Principal will refer him to the Student Assistance Program. Further, he/she will be subject to all the provisions that are covered under the Wyoming Valley West Drug Awareness Policy.
- This policy covers substance abuse in school, on school grounds, on school buses, at school sponsored functions and while students are representing the school. All substance abuse violations shall be cumulative. They shall be carried over from year to year throughout the student athlete's P.I.A.A. career from Grades 9 through 12.

**\*Additional information can be found in the WVW Athletic Policies Handbook.**

### **INTER-SCHOLASTIC ATHLETIC POLICY**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience to all students of the district and to the community. For the purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games or events or sport exhibitions involving individual students or teams of students of this district when such events occur between separate schools within this district or with any schools outside this district. It shall be the policy of the Board to offer opportunities for participation in interschool athletic programs to male and female students on as equal a basis as is practicable and in accordance with State regulations. The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program - whether or not the property of this Board - properly safeguard both players and spectators and are kept free from hazardous conditions. The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be covered by the maximum Student Accident Insurance available or its equivalent, be in good physical condition, be free of injury and shall have fully recovered from illness, as determined by the District physician, before participating in any interscholastic athletic event.

- The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association and shall review such standards annually that they continue to be in conformity with the objectives of this district. The Board further directs that no student may participate in the program of interscholastic athletics that have not:
  1. Maintained a record of academic proficiency sufficient to insure that participation in interscholastic athletic activities will not interfere with his/her instructional program.
  2. Attended school regularly.
  3. Returned all school athletic equipment.
- The Superintendent shall annually prepare, approve and present to the Board for its consideration, a program of interscholastic athletics which shall include a complete schedule of events. The Superintendent shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with the rules of the State Board of Education and the P.I.A.A.

### **P.I.A.A. ATHLETIC ELIGIBILITY REGULATIONS**

Regulations for athletic eligibility set by the P.I.A.A. (Pennsylvania Interscholastic Athletic Association), of which Wyoming Valley West High School is a member include the following:

1. To be eligible to participate in interscholastic athletics, a student must pass at least 4 major subjects in the previous grading period. The student also must receive a passing grade in 4 major subjects at the end of each week, calculated cumulatively from the start of the particular grading period.
2. To participate in fall sports for 2023-24, a student must pass at least 4 major subjects in the previous year's work (Final Grades).
3. A student who misses twenty (20) school days in a semester is ineligible to compete until he/she has been in attendance for a total of forty-five days (45) following the twentieth (20) absence. This rule carries over from the second semester of 2022-2023 school year to the fall of 2023-2024.

### **ATHLETIC AWARD POLICY**

Athletic awards are made according to qualifications outlined in the WVW Athletic Policies Handbook, plus recommendation of the coach of the sport involved (with the final approval of the Board of School Directors).

#### **General Rules:**

- **Rule I Sportsmanship.** A student must attain an attitude of true sportsmanship throughout the school year. His/her attitude must be for the betterment and advancement of him/herself, his/her school, and in no manner bring disrepute upon his/her team or school. Final judgment will rest with the principal and the coach of the sport.
- **Rule II Scholarship.** A student must maintain a standard of scholarship equivalent to the eligibility requirements of the P.I.A.A. and the Wyoming Valley West High School.
- **Rule III Letter Awards.** At the close of each sport season, the coach will submit to the director of athletics, for approval, the list of players and the extent of their participation to receive awards. All awards shall be accompanied by a certificate only signed by the Principal and coach. In addition to the above, an athlete must satisfy fully the requirements in any one of the sports listed below to become eligible for a varsity athletic award.



**\*Additional information can be found in the WVW Athletic Policies Handbook.**

### **ATTENDANCE POLICY**

Refer to the Wyoming Valley West School District Attendance Policy located in the Student Handbook Appendix.

### **AWARDS POLICY (Grades 9-10-11-12)**

For students to receive an award decided upon by faculty/administration of the WVWHS, the following criteria must be met:

1. The qualifying cumulative grade point average will be at least a 2.6. The senior must have this average after the second nine-weeks of his/her senior year to be eligible for any awards given by the senior awards committee.
2. Any qualifying senior who does not submit their materials by the assigned deadline will not be eligible for any awards given by the senior awards committee.
3. Any senior who is given an award by anyone other than the senior awards committee will not have their name in the senior awards program.
4. The student must meet the eligibility requirements as outlined by the award donor.
5. The student must have above average academic standing in the area of the designated award.
6. The student must have excellent school attendance: ten days or fewer excused absence and no more than two excused tardies. All absences must be appealed according to the Wyoming Valley West School District Attendance Policy. The student must have a good record of school and community service, where applicable.
7. The student must have laudable attitude and conduct which shall include:
  - a. No known infractions of school policy and rules.
  - b. No out-of-school incidents which have become known or have received wide media attention.
  - c. No validated account of dishonesty or cheating.

### **BACKPACKS**

Students are permitted to bring backpacks to/from school. **However, students are prohibited from carrying backpacks in the building during the school day.** Upon arrival to school, students must immediately place backpacks in their lockers for the entirety of the day. Use of purses is permitted, but only for personal items- not books.

**Exception:** Students are permitted to carry approved backpacks to/from Physical Education classes only.

### **BANNED ARTICLES**

As a safety measure, the following items are prohibited on school grounds:

- Items include, but are not limited to, offensive weapons, including replicas, such as airsoft, BB, or pellet guns and taser guns.

Students in possession of prohibited items on school grounds are subject to school discipline, in addition to the incident being reported to law enforcement.

### **BULLYING/CYBER BULLYING POLICY**

Refer to the Wyoming Valley West School District Bullying/Cyber Bullying Policy located in the Student Handbook Appendix.

### **BUS RULES**

**Pupils are to:**

1. Arrive at the bus stop **ten** minutes prior to scheduled departure.
2. Respect private property on the way to and at the bus stop. Wait at the designated stop only.
3. Talk in a normal conversational voice with no excessive noise.
4. Play safely without fighting or darting out into the street. Ball playing is not allowed at school bus stops, except in those limited instances where the loading zone is a schoolyard or municipal playground. Following single warning, drivers are instructed to confiscate the balls and convey them to the school's office. In instances where students are allowed to play ball when arriving at school, balls may be transported on the bus with the provision that they be carried in a bag/book bag.
5. Refrain from bringing animals or potentially dangerous materials to the bus stop.
6. Drivers are authorized to assign seats.
7. Cooperate with and obey the driver at all times. The bus driver and/or principal are authorized to assign seats.
8. Approach the bus only after it has come to a complete stop and board the bus without pushing or disturbing others.

9. Remain seated; facing forward and with feet on the floor at any time the bus is in motion. Students are not to leave their seats until the bus has come to a complete stop.
10. Leave the bus only upon arrival at the school or regular bus stop.
11. Ride only the bus to which they are assigned unless permission is granted by the principal or Director of Transportation.
12. Go directly home or a place designated by parent/guardian when leaving the bus after school.
13. Keep your bus and bus stop clean. Students will be required to pay for any vandalism which they are determined to be responsible.
14. Refrain from gesturing or calling out to pedestrians.

**Pupils are required to comply with the following directives:**

1. Students may not use tobacco products in any form aboard the bus.
2. The use of profanity is prohibited at all times.
3. Eating or drinking is not allowed on the bus.
4. Students must not strike or cause injury to other persons on the school bus or at the bus stop.
5. Students must keep their heads, hands, and feet inside the bus at all times.
6. Students must not throw anything inside the bus or outside the windows.

**Alleged infractions of bus rules will be referred to the Principal/Assistant Principal for investigation.**

- 1<sup>st</sup> Violation: As determined by the Principal/Assistant Principal, minor violations will result in a warning and parent notification by phone or letter.
- 2<sup>nd</sup> Violation: As determined by the Principal/Assistant Principal, violations will result in a three (3) school day suspension from bus transportation.
- 3<sup>rd</sup> Violation: As determined by the Principal/Assistant Principal, violations will result in a ten (10) school day suspension from bus transportation.
- 4<sup>th</sup> Violation: As determined by the Principal/Assistant Principal, violations may result in long-term suspension from the bus.
  - Students must be notified by the Principal as to when the suspension of busing privileges will occur. The Principal/Assistant Principal will notify the Director of Transportation and bus driver of the effective date and length of the suspension.
  - Reinstatement from indefinite suspension is at the discretion of the Principal and/or Director of Transportation. When a student has been suspended from bus transportation, it is the parent(s)/guardian(s) responsibility to arrange for transportation to and from school.
  - The Principal and/or Director of Transportation may deviate from this policy where the best interest of the District so dictates.
  - Video cameras on the school bus are an aide to monitor bus discipline and may be used as a tool in investigating infractions of bus rules.

**CAFETERIA GUIDELINES**

Students are expected to eat their lunch in the cafeteria, whether a lunch is purchased from the school or brought from home. **Food cannot be removed from the cafeteria.** Students must return trays to return windows. Students are responsible for clearing all food/paper supplies off tables when finished eating. Food may not be purchased, and brought into the building by another source during lunch hours or any other time. Students are permitted in the cafeteria only during assigned lunch periods. Students may purchase food from the cafeteria only during assigned lunch periods.

**School Lunch Guidelines**

1. **A school lunch must consist of three out of five required components: milk, 2 ½ oz. protein, bread, fruit and vegetable.** To avoid additional charges, students must take three of these components on their trays. If students do not, they will be instructed to return for the missing item(s), or an a la carte charge will incur.

**Cafeteria Cash Register System (POINT OF SALE)**

1. The WVVHS cafeteria utilizes a computerized debit system that allows students to pay in advance for a la carte choices. The system works with a twelve-key P.I.N. Pad similar to an Automated Teller Machine (ATM). It allows students to enter a 6-digit personal identification numbers (P.I.N.) to access accounts. The P.I.N. keypad is located near the end of the serving line near the cash terminal. A student's P.I.N. will remain the same while enrolled at the WVVHS.



2. All students will have a debit account, but will not be required to make advanced payments because the system has the ability to act as a cash register, and can accept cash payments daily. A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc.) to the cafeteria. These funds are then deposited into a student's debit account, and become available when purchasing a la carte choices. **There are no limitations as to what may be purchased or how many purchases can be made. Account balances simply decreases as purchases take place.** To prevent fraudulent use of student accounts, the system utilizes photographs of each student. Photographs appear on monitors for cashiers to view each time a student accesses his/her account, therefore insuring that no other student can utilize a particular student's account.

#### **Student Guidelines**

1. Lunch, A la Carte and/or breakfast are available daily.
2. Each student will be issued a P.I.N., which will identify the student in the computer. Students are required to memorize their P.I.N. in order to use the system. When students arrive at registers with purchases, they must enter their P.I.N. utilizing the keypad.
3. For the system to work efficiently, payments should be made in advance. Deposits go directly into student's individual accounts, and available money can only be used to purchase meals and snacks.
4. **Payments for a la carte choices can made be via cash or check.**
  - a) **Checks should be payable to- WYOMING VALLEY WEST CAFETERIA ACCOUNT.**
  - b) **Include student's name on the bottom of the check.**
5. Deposits can be made into the system daily for any amount. There will be an open terminal with a cashier near the salad bar daily from 7AM-10AM. There will also be a deposit box located near the cashier with deposit envelopes and writing utensils. An envelope must be filled out as proof of deposit and the empty envelopes are retained by the Food Service Dept. for one month. Deposits made up to 10AM daily will be entered into the system and available for lunch that day. Deposits made after 10AM will be processed for the following day. The deposit box will be available during/after lunch periods for future deposits.
6. When students enter their P.I.N. utilizing keypads, the amount of the transaction and remaining balance will appear on the screen, allowing students to keep track of when a new deposit should be made.
7. One terminal will be reserved for cashless transactions. This line will move much quicker than the others, which is why students are urged to pre-deposit. The other two terminals will accept cash during lunch.

**NOTE:** For additional information, refer to the **Cafeteria Purchase Charging and Insufficient Funds Policy** located in the Student Handbook Appendix on the district website.

**Contact Aramark Food Service: (570) 779-9765 or the High School Kitchen: (570) 779-0735 with questions/concerns.**

#### **Hours of Operation and Menu**

**Breakfast:** Available from 7:00 AM to 7:45 AM.

**Choices include:** Multiple entrees, juice, coffee, and bakery items.

**Lunch:** Available from 10:42 AM to 12:48 PM (A/B/C Lunch-Waves).

**Choices include:** Pasta Bar, Burgers, Chicken Sandwiches, Individual Pizza, Salad Bar, Made-to-order Cold Sandwiches, and Tacos. A la carte snacks, drinks and Combo-style lunches are also available daily.



## **CLASS OFFICE ELECTIONS - GRADE 9 OFFICES TO BE CONTESTED FOR 2023-2024**

### **Primary Election - Dates TBA**

#### **Present Freshman Class**

Will elect a President, Vice-President, Secretary, and Treasurer for the Freshman Year.

#### **Student Council**

3rd Vice-President - (a present Freshman) A student need not be a member of Student Council in 8<sup>th</sup> grade to run for a Student Council Office. See Miss Sickler or Mr. Chmiola.

#### **Election rules for all candidates seeking offices will be as follows:**

1. Candidates for the office must have a good school and community citizenship record which includes the following:
  - An acceptable attendance and tardy record.
  - A favorable conduct/behavior record at school as well as in the community. A suspension, a non-traffic citation, or an arrest will exclude a student from being a candidate for the present year at the discretion of the election committee.
  - A 2.5 or better grade point average:
    - In the fall elections the previous year's cumulative average will be considered.
    - In the spring elections the previous three marking period's cumulative average will be considered.
2. Candidates may run in either the Student Council election or the Class elections but not both.
3. An Election Committee: the Student Council Advisor(s), the Principal, or an Assistant Principal, a Guidance Counselor (preferably the student's guidance counselor), and the Senior Executive Board members will review any questions concerning applicants or elections. If the Executive Board calls an Election Committee into session, the applicant in question will be asked to appear before this committee. The Election Committee will review the case and vote on whether or not the applicant is eligible to run. A 2/3 vote will be necessary to deny the applicant the right to run.
4. Three or more candidates for a single office will constitute a primary election. The two highest vote-getters will proceed to the general election.
5. Candidates will be required to submit a letter of candidacy.
  - List exactly how you want your name on the ballot
  - State the office you are running for
  - Your qualifications

This letter should be **handed personally** to **Mrs. Bell** in the main office by the announced date.

#### **6. It is also to be understood that:**

- Every candidate is to run alone; there is to be no running as a slate or as a block in the case of two or more candidates for different offices.
  - Campaign for the general election will run three (3) days.
7. Campaigning will be allowed for the primary election. The regular election procedure will be followed with the exception of posters and written materials which will not be allowed.
  8. For the general election, candidates may exhibit posters (no larger than 2' x 3') advertising their campaigns in areas stated by the Principal. Posters may not be placed on walls or on the windows of fire doors. Signs placed on fire doors or on other unauthorized places will be removed. Tape will be used to place the posters.
  9. All signs must be in good taste, meet with the approval of the Principal or an Assistant Principal before placed on display and must be removed at the end of the election day.
  10. Distribution of commercial products during the campaign favoring or advocating a certain candidate is not permitted.
  11. Inasmuch as each candidate must receive approval, "write-in" votes will not be counted.
  12. The Principal will assume the responsibility for counting the ballots/votes. Freshman class advisors will be involved in counting the votes.

#### **TIME SCHEDULE FOR FRESHMAN ELECTIONS: (Dates TBA)**

1. Distribute, post and announce election bulletin.
2. Deadline for Letters of Candidacy. (by 2:22 p.m.)
3. Check averages and record of candidates.
4. Meeting of candidates for the primary election. Draw for ballot position.
5. Primary elections in homeroom – Announce winners.
6. Campaign for General Election
7. General Election in homeroom - Announce winners

*\*Please note: These dates are tentative and may be subject to change.*

## **CLASS OFFICE ELECTIONS – GRADES 10-12**

### **WYOMING VALLEY WEST HIGH SCHOOL PROCEDURES AND REGULATIONS CONCERNING ELECTIONS**

#### **ALL APPLICANTS MUST:**

1. Have a 2.5 (not rounded) or better academic average in the previous three marking periods, cumulative average, for the spring elections.
2. An acceptable attendance and tardy record.
3. A favorable conduct/behavior record at school as well as in the community.
4. Fill out the reverse side of this instruction sheet. Write a letter stating your qualifications of the candidate.
5. Freshmen, Sophomores and Juniors will vote in their respective class elections.
6. An Election Committee: the Class Advisor(s), the Principal or an Assistant Principal, the Guidance Counselors, the Department Chairpersons, and the Senior Executive Board members will review any questions concerning the applicant or elections. If the Executive Board calls an Election Committee into session, the candidate in question will be asked to appear before this committee. The Committee will review the case and vote on whether or not the candidate is eligible to run. A 2/3 vote will be necessary to deny the candidate the right to run.
7. Three or more candidates for a single office will constitute a primary election. The two (2) highest vote-getters will proceed to the general election.
8. There is to be no commercialism in the campaign.
9. Campaigning will be allowed for the primary election. The regular election procedure will be followed with the exception of posters and written materials which will not be allowed.
10. The number of signs a candidate may post in the school for the general election is unlimited provided they are placed in reasonable areas as determined by the Principal. The size of each sign shall be limited to 3' x 2'. All signs must be in good taste.
11. Every candidate is to run alone; there is to be no running as a slate or as a block in the case of two or more candidates for different offices.
12. Campaign for the general election will run three (3) days.
13. Class Advisors and faculty members will be involved in tallying votes.
14. **LETTERS OF CANDIDACY MUST BE RETURNED TO MRS. BELL BY DISMISSAL ON TBA**

#### **TIME SCHEDULE FOR CLASS OFFICE ELECTIONS**

TBA	Distribute - post and announce class election information
TBA	Deadline for Letters of Candidacy (by dismissal)
TBA	Check averages and record of candidates
TBA	Candidates will meet for the primary election ballot position
TBA	Primary Election during homeroom period
TBA	Campaign for General Election
TBA	General Election during homeroom period

#### **CLASS AND ORGANIZATION FUNDS**

**\*No organization or group may engage in fund raising without consent from the high school principal.**

1. All class, organization, and activity funds are to be deposited with the high school finance office located in the Main Office. These funds will be credited to the proper accounts and receipts will be given. A class or organization wishing to make a purchase, a donation, or expend funds for service merchandise must have the approval of its' sponsor who, in turn, will secure approval from the principal. No person may enter into a contract in the name of the organization or the school. All contracts are approved through the office of the principal. Purchases and services must be charged to the class or organization only, and not to the school.
2. No financial obligations may be assumed by a class or organization unless there are sufficient class or organizational funds available to meet these obligations. Bills will not be honored unless permission has been approved in advance. Any person creating indebtedness for a class or an organization without approval assumes the liability for that indebtedness.
3. The only bills that will be honored will be those for which there is an invoice or statement of charges from the creditor or vendor, and all bills will be paid by a Wyoming Valley West High School check.
4. The graduating senior class must make plans to expend all class funds prior to graduation.



## **CLASSROOM BEHAVIOR**

1. Students must enter classrooms on time and be ready to learn once class begins. A student who has been detained by a faculty member should have a specific hall pass signed in ink by the respective teacher. It is the student's responsibility to present the pass to the next period teacher.
2. It is a student's responsibility to be prepared for class/study hall by having proper learning materials (Books, notebooks, writing utensils, etc.). Students may not have/wear coats, hats, scarves, bandanas, backpacks, etc. in the school building.
3. Class disruptions should be kept to a minimum using the student's better judgement. Students in classroom settings must avoid rowdiness or horseplay in order to prevent accidents. Consequences for such actions will be provided by classroom teachers. If such behaviors are recurrent, teachers will complete a Discipline Referral for that student and send it to administration.

## **CLOSED CAMPUS**

The WVVHS operates on a closed campus policy. Students must stay on school grounds from the time they arrive, even if homeroom has not yet started, until the time that they leave officially. Students are considered responsible for all school policies from the time that they arrive on school property until the time they leave school property or in accord with state statutes. Violation of this policy will be dealt with under the discipline code.

## **CLUBS**

Accounting	Gay Straight Alliance (GSA)
All Over the World Club	Hunting and Fishing Club (Zoology)
American Sign Language Club	Interim Literary Arts Magazine
Aquatics Club	Key Club
Armed Forces Club	Mickey Mouse Club
Black Youth in Action	PEER2PEER Club
Chess	Spanish Club
Class of 2024,2025,2026,2027 Clubs	Spartan Outdoor Club
C.L.I.C.S.	Spartan Ski and Board Club
Comic Book and Gamers	Stock Market Club
Computer Programming Club	Student Council
Dance Club	TEAMS/JETS
Fantasy Game Card	Tri-M Music Honor Society
F.B.L.A.	Ultimate Frisbee
Field Hockey	Unified Sports Club
French Club	Varsity Math Club

**NOTE:** Offered clubs are subject to change each school year.

## **CONCOURSE**

Use of the concourse throughout the school day is prohibited. The only exception is at the discretion of the building's administration.

## **CYBER SCHOOL**

Cyber school is an online educational service available for students seeking an alternative learning format. Prospective students should notify administration or guidance if interested in the service. Prior to being admitted, students must attend an informational meeting to explore the cyber framework and discuss learning responsibilities. Entrance requires parental consent and approval from the WVVSD.

## **DELIVERIES**

Personal deliveries (balloons, candy, flowers, food, etc.) to students at WVVHS is not permitted. Any provider attempting to make a delivery will be turned away and the delivery will not be accepted in the office.

### **DIRECTORY INFORMATION/DO NOT PHOTOGRAPH**

With regard to the release of student information, parents are reminded that with few exceptions, information relative to a student cannot be released without prior consent of the parent or eligible student to anyone outside of educational agencies. Student information which does not require prior consent and may be disclosed on request is called "Directory Information." This would include the following: **student's name, address, telephone number, date of birth, place of birth, participation in activities and sports conducted by school, dates of attendance, honors, awards, diploma, certificates, parents' name and address.** All parents and students are advised that those items listed as "Directory Information" may be withheld at the request of the parent, guardian, or eligible student. This request must be submitted in writing to the school principal. **If for any reason, you request that your child not be photographed for media use, please indicate your request in writing to the building principal.**

### **DISCIPLINE PROCEDURES**

Discipline at the WVWHS is progressive. This means school violations at increasing levels will be met with consequences of increasing severity. More severe school violations result in more severe consequences. The consequences are, and may include, any or a combination of the following: loss of privileges, parent phone call, parent letter, student-parent meeting, Silent Lunch, In-School Suspension, Out-of-School Suspension, removal from school and sent to an alternative learning center, long-term suspension, and Expulsion. Recurrent violations will also result in consequences of increasing severity.

- Students will be held accountable for their actions and will be encouraged to improve their behavior. Failure to improve behavior will cause a student to progress quickly through our discipline procedures. Be advised that recurring offenses will yield severe consequences, including Out-of-School Suspension, transferring to an alternative learning center, long-term suspensions, and expulsion, for those students whose behavior fails to improve.
- 1. **Any behavior which disrupts the orderly climate and conduct of the school and school sponsored activities.** Such offenses require administrative intervention. Violations include, but are not limited to; cutting class, violations of the electronic device policy, leaving school without permission, failure to attend assigned suspensions, etc. Violations will be managed by the building administrators in a manner consistent with the behavior and previous discipline violations.
- 2. **Acts or threats against persons or property which may endanger the health or safety of others in the school setting.** Violations include, but are not limited to: fighting, threatening students or school personnel, reckless driving on school grounds, continuation of inappropriate behaviors, etc. Violations will be handled by the building administrators and/or appropriate law enforcement personnel.
- 3. **Acts which are clearly criminal in nature or are continuous violations.** Any action which endangers the health or welfare of any member of the school community is considered a severe offense. Violations will be handled by the administration and/or appropriate law enforcement personnel. Violations have a mandatory Out-of-School Suspension with an informal administrative hearing. Such violations may be submitted to the Superintendent for possible action by the School Board of Directors.
- 4. **Continual inappropriate behavior leading to disciplinary action may result in the loss of individual privileges.** In addition, all discipline is progressive and at the discretion of the administration.

### **DISPENSING OF MEDICINE**

Refer to the Wyoming Valley West School District Medication Policy located in the Student Handbook Appendix.

### **DRESS CODE POLICY**

Refer to the Wyoming Valley West School District Dress Code Policy located in the Student Handbook Appendix.

**\*\*Refer to the district web page for information regarding the provisional dress code for the 2023-2024 school year.**

### **DRUG AWARENESS POLICY**

Refer to the Wyoming Valley West School District Drug Awareness Policy located in the Student Handbook Appendix.

### **DUAL ENROLLMENT**

Dual enrollment opportunities are available for junior and senior students. Please see your guidance counselor for details regarding the process.

### **ELECTRONIC DEVICE POLICY**

Refer to the Wyoming Valley West School District Electronic Device Policy located in the Student Handbook Appendix



### **EXTRA-CURRICULAR ACTIVITIES**

Students are encouraged to participate in one or more extracurricular activities. Students are urged to participate in activities that interest them. Extra-curricular activities include: Athletics, music, drama, subject-oriented clubs, student government, and other special interest groups.

### **FIGHTING**

The Wyoming Valley West School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Fighting in school or on school property is prohibited. Students involved in fighting will be sent to the Assistant Principal/Principal who will complete an investigation of the incident including witness statements. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, during the time spent in travel to and from school and school sponsored activities will be held accountable in accordance with school discipline procedures. Students will be suspended pending an informal hearing with the Assistant Principal/Principal. An informal hearing will then be held with the Assistant Principal/Principal to determine school consequences. In addition, students who engage in fighting, instigate a fight, or engage in any act of violence, may be reported to law enforcement authorities in a manner consistent with Public School Code and charged with violating the criminal laws of Pennsylvania. **Each situation will be reviewed on a case-by-case basis and can/may lead to an expulsion.**

Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult authority.

Student onlookers that contribute to the school disruption or unsafe environment may be subject to disciplinary action upon administrative review.

## **FIRE DRILLS, REGULATIONS AND SAFETY DRILLS**

### **EACH DRILL SHOULD PRESUME THE EXISTENCE OF AN EMERGENCY.**

During a drill, students must maintain the highest degree of obedience, order, silence and control.

During a drill it is absolutely necessary that all persons leave the building immediately.

There is no exception to this rule.

### **FACULTY PROCEDURES**

**In the event that it is necessary for a fire alarm to be pulled, a faculty member should report the emergency to the office secretary.**

- 1. Teachers are required to have their Roll Books, and take attendance once in their designated area.**
- 2. Teachers are required to have laminated Room Number Signs, and display them at their designated location so they are visible for students.**
  - Teachers must ensure windows are closed, shades are raised, lights are turned off, and doors are closed- if conveniently possible.
  - When the fire alarm is sounded, each teacher must be certain all members of their class exit the room.
    - The teacher will follow the class until it has reached its designated location outside the building.
  - When the alarm bell rings before/after school, students should leave the building through the nearest exit- wherever they are located at the time.
    - Teachers will assume responsibility for the group of students in their vicinity at the time the alarm sounds.
  - When the outside bell rings following a fire drill, all personnel will return to the building and enter various rooms via the same route by which they exited.
  - If a student is confined to a wheel chair or otherwise incapacitated, the teacher responsible for that student must assign two male students in the class to assist the handicapped student in being wheeled.

### **FACULTY AND STUDENTS**

PLEASE INFORM THE PRINCIPAL

OF ANY HAZARDS YOU KNOW TO EXIST.

SUGGESTIONS FOR THE IMPROVEMENT OF DRILLS WILL BE TAKEN INTO CONSIDERATION.

**\*PLEASE REFER TO THE HIGH SCHOOL EVACUATION PLAN FOR THE DESIGNATED LOCATION OF YOUR CLASS.**

**NOTE:** Teachers should be alert and prepared at all times to direct students to alternate exits in case of an emergency or blockading in any area of the building. If there is congestion in an area, look toward an alternative/opposite exit for a more efficient exit from the building.

### **FOOD/DRINKS**

Food is not to be consumed at any time during the school day except during a student's breakfast or lunch period, or as part of the educational experience of a regularly scheduled class (e.g. Home Economics). Students may not bring glass bottles or plastic squeeze bottles to school.

**FOOD/DRINKS MAY NOT BE TAKEN OUT OF THE CAFETERIA.**

### **WATER**

Students are permitted to carry water bottles throughout the school day. Water bottles should be unopened upon entering the building and filled with water only. Bottles must be approximately 20 ounces or less. Other drinks are prohibited, unless deemed medically necessary.



## **GRADUATION REQUIREMENTS**

The following are minimum requirements for graduation from the Wyoming Valley West High School:

1. A total of 22 units: Grades 9-12 will be required for graduation.
2. A minimum of three and one quarter units which include one required English unit, one required Social Studies unit, one elective unit and one quarter Physical Education unit must be successfully completed in 12<sup>th</sup> Grade.
3. The minimum requirements for graduation in all curricula are as follows:

English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Physical Education	1 unit (4yrs.)
Health Education	½ unit
Electives	7.5 units (4yrs.)

4. Meet the Pennsylvania Department of Education requirements for Act 158.

## **GUIDANCE COUNSELORS**

Each student is assigned to a school counselor and should find out early in the school year which counselor is primarily responsible to assist him or her. Counselors are available for a variety of services to the students; as sources of information concerning careers or colleges, as advisors in making course selections, and most significantly, as confidential friends with whom a student may share personal problems. Students wishing to schedule a conference with a counselor must register with the guidance secretary. Conferences will be scheduled with each student periodically during the school year. If a student needs to see a counselor, he/she should not wait to be called. The counselor can be of tremendous assistance to a student in meeting the student's needs.

## **HALL PASSES**

The hall pass system used at the WVWHS will be monitored by faculty/staff members. Students may be issued hall passes for specific locations, which must include name, date, time, location, and a teacher's signature. Students in possession of hall passes are also required to record their destination on faculty sign-out sheets, which will remain in possession of high school faculty at all times. Students are not permitted to be in hallways without a pass, except during scheduled class changes and lunch periods. Office staff will not issue passes to students who are late to class.

## **HEALTH OFFICE**

1. All emergency forms must be complete and up to date. If no form is available and the condition is not serious the child will remain in school in the classroom until dismissal.
2. The school health programs are neither a medical care service nor a clinic. At home injury or illness is the responsibility of the parent.
3. If a child is ill, the child must be kept home until symptom free (vomiting, diarrhea, fever, etc.) for 24 hours before returning to school.
4. It is the responsibility of the parent to inform the school nurse of any new medical concerns.
5. It is the responsibility of the parent to provide any emergency medications (Inhalers, EpiPens, etc.) to the health office for emergency preparedness. These must be accompanied by a physician order and parent consent form. These forms may be obtained from the school nurse.
6. Medications sent to school not in compliance with the medication policy **will not** be given.

## **HOMEBOUND INSTRUCTION**

Homebound instruction is a temporary educational service available for students with medical needs. The service must be authorized medically prior to being approved by the WVWSD.

### **HOMEWORK**

Homework provides an opportunity for additional practice and reinforcement. It provides students with an opportunity to improve independent working habits, and serves as a means for students to assess their understanding of current topics. Homework is also an excellent indicator for parents seeking to determine their child's academic progress.

### **HONORS PROGRAMS**

In order to provide more in-depth content study for eligible students, the honors program is available to those students of grades 9-12 who have a general Q.P.A. of 3.4 or who have evidenced high achievement in specific disciplines and permission of department chairperson and guidance counselor. There are 7 honors courses available in grade 9, 7 courses in grade 10, and 27 courses available in grades 11 and 12. Full year courses in the honors program have an additional .50 and semester courses an additional .25 towards class rank on successful completion of the course.

### **HONOR ROLL**

The Wyoming Valley West High School honor roll is designed to recognize high academic achievement. The following is an explanation of the system used in calculating honors:

1. High Honors with Distinction is awarded to those students who have achieved a 4.0 in all major subjects.
2. High Honors are awarded to those students who have achieved an overall average of 3.6 - 3.99 in major subjects.
3. Honors are awarded to those students who have achieved an overall average of 3.0 - 3.59 in major subjects.
4. Students receiving a mark lower than the lowest C (1.6) in any subject shall not be considered for the honor roll.

**A Major Subject is one satisfying the state minimum requirement of 200 minutes per week.**

<b><u>Subject</u></b>	<b><u>High Honors W/Distinction</u></b>	<b><u>High Honors</u></b>	<b><u>Honors</u></b>
English	A (4.0)	A (3.6)	A (3.2)
World Cultures	A (4.0)	A (3.7)	A (4.0)
Algebra II	A (4.0)	A (4.0)	B (3.0)
French II	A (4.0)	B (3.0)	C (2.4)
Biology	A (4.0)	A (4.0)	B (2.6)
	Avg. = 4.00	Avg. = 3.66	Avg. = 3.14

**NOTE:** Honor Roll is released at the end of each nine-week marking period.

### **LEAVING SCHOOL EARLY**

Students are required to remain on school property for the duration of the school day. This includes their time of arrival through departure, even if Homeroom or Period 1 has not officially started. Students may not leave school grounds during the school day without being granted permission to do so from a Principal. Generally, permission is obtained when students submit a parent note to the Attendance Office validating the request. Students are required to sign-out at the Attendance Office at the approved dismissal time before they are permitted to exit the building. Students who leave the building without permission are subject to school-issued discipline.

**Exception:** Students on work release or co-op programs.

### **LIBRARY**

Student library utilization will occur under the direction of the classroom teacher.



## **LOCKERS**

Hall lockers are provided for all students. Homeroom teachers will assign each student a locker. The security of a student's locker depends upon the individual student keeping his/her combination confidential. Separate locks or lockers are assigned to students taking physical education classes.

## **GYM LOCKERS**

**Nothing of value should be left unattended in the locker room. Students are recommended to lock their valuables in an available locker in their respective locker room.** Upperclassmen are provided with a locker. Freshmen are instructed to purchase a lock to use during their scheduled PE period.

## **LOITERING: BEFORE, DURING, AND AFTER SCHOOL**

Upon arriving on school property, students must immediately enter the building and prepare for the school day. During class changes, students are prohibited from loitering in the hallways. Students must transition immediately between periods in accordance with their schedules. Students are not permitted to leave before dismissal, unless permission is granted from the office. **No student should be in the building after dismissal, unless participating in a supervised activity.** Groups using the building in the evening must only use the section of the building reserved for them and they must leave all rooms and equipment in proper condition to resume school the next day.

**Designated times for students to use their lockers are:**

- 1. Prior to the start of homeroom in the morning.**
- 2. From the end of Period 4 through the end of Period 6.**
- 3. After Period 8.**

Students are reminded that lockers are property of the District, and it is their responsibility to maintain their condition. The interior of a locker may be decorated in a manner of good taste and such a way that no damage can result. At the end of the school year, students must clean out their assigned lockers and remove all pictures, tape, etc. Any damage to an assigned locker during the school year will result in that student being issued the cost of repair.

**STUDENTS ARE ASKED NOT TO GIVE OUT THEIR LOCKER COMBINATION TO ANOTHER STUDENT.**

**STUDENTS ARE REMINDED NOT TO KEEP VALUABLES OR MONEY IN LOCKERS.**

**STUDENTS ARE RESPONSIBLE FOR THE CONTENTS OF THEIR LOCKER.**

Students' homeroom teachers will assign lockers, and provide locker combination instructions.

Instructions are as follows:

1. Turn the knob at least one full turn to the right- stopping on the first number.
2. Turn the knob to the left, passing the second number and stopping on the second number, the second time the number reaches the mark.
3. Dial to the right and directly to the third number.
4. Lift the latch and open the door.
5. After closing the locker- turn the dial to secure the lock.

## **MAKE-UP WORK**

Work missed because of absences from class may be made up at a time mutually convenient to the teacher and student involved. Students are expected to take the initiative in planning such a time, and should do so no later than the first or second day they are returning to school.

**MARKING SYSTEM****GRADING/INCOMPLETE POLICY**

Letter	Quality of Work	Numerical Range Equivalent
A	Superior	3.6 - 4.0
B+	Above average	3.1 - 3.5
B	Above average	2.6 - 3.0
C+	Average	2.1 - 2.5
C	Average	1.6 - 2.1
D	Below average, but passing	.6 - 1.5
F	Failure	.0 - .5
I	Incomplete*	
P	Pass	
F	Fail	
T	Transfer	
W	Withdrew from course (not from school)	
M	Medical excuse	

<b>A</b>	=	100	=	4.0	<b>C</b>	=	76	=	2.0
		98-99		3.9			75	=	1.9
		96-97		3.8			74	=	1.8
		94-95		3.7			73	=	1.7
		92-93		3.6			72	=	1.6
<b>B+</b>	=	91	=	3.5	<b>D</b>	=	71	=	1.5
		90		3.4			70		1.4
		89		3.3			69		1.3
		88		3.2			68		1.2
		87		3.1			67		1.1
<b>B</b>	=	86	=	3.0			66		1.0
		85		2.9			65		0.9
		84		2.8			64		0.8
		83		2.7			63		0.7
		82		2.6			62		0.6
<b>C+</b>	=	81	=	2.5	<b>F</b>	=	61-50	=	0.5
		80		2.4			49-40		0.4
		79		2.3			39-30		0.3
		78		2.2			29-20		0.2
		77		2.1			19-10		0.1



### **GRADING SCALE**

- An "I" (Incomplete) grade indicates that the student has not fulfilled course requirements. The incomplete grade will be changed after the student submits the completed assignment(s). Because the "I" grade is considered the same as a failing grade, it is important that the student promptly make arrangements with the classroom teacher to make up the incomplete work. Students who delay completing required assignments could receive lesser grades on the make-up assignment.
- All incomplete work must be completed before the end of the marking period in which the work was assigned or at the discretion of the teacher and administration.

### **Last Marking Period**

- The deadline for submission of incomplete assignments for the last marking period will be determined by the teacher and administration.
- An exception to the rule necessitating the completion of requirements by the end of a marking period may be made when a student has been legally absent for an extended time because of hospital confinement, serious illness, quarantine, or extremely extenuating circumstances. An extension of time to complete the requirements shall be permitted at the discretion of the teacher and administration.
- The student whose request has been approved shall receive an "M" for the final marking period of the course. (The letter "M" is used for a medical excuse and has no numerical significance; it will not result in the final mark for a course being programmed "F.") The teacher shall provide the principal with a description of the work to be completed. The "M" shall be changed to a regular grade provided the work is satisfactorily completed within a reasonable time.

**\*\*Please note; while rare, there is a chance that a grade point average (GPA) may adjust during final grade calculations. This can affect grades slightly in a positive or negative manner.**

### **MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM**

#### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

#### **DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:**

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

### **Residency and Educational Rights:**

#### **Students who are in temporary, inadequate and homeless living situations have the following rights:**

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.
- 

#### **When a student is identified as being McKinney-Vento eligible, staff will:**

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**For additional information, contact LEA at 570-288-6551 and ask to speak to the district social worker.**

### **MEDICAL CARE INFORMATION**

The following items are offered to you as basic information regarding the health care services:

1. In grades K through 12, every child's vision, height and weight are checked annually. Hearing is checked K-1-2-3-7 & 11. Head checks are done in grades K through 5 periodically throughout each school year. If a defect or problem in any of these areas is detected, parents/guardians will be notified.
2. According to state law, a chest x-ray or tuberculin test is required every third school year. This applies only to students in Grades 1 & 9. Also each school student must undergo a physical examination in Grades K or 1, 6 & 11. Grade 11 physicals completed by the school physician are done in the fall of each school year. A scoliosis screening shall be administered to all students in Grades 6 & 7. These examinations may be done in school by the school physician or nurse (if applicable) or you may arrange to have your child examined by your own physician at your own expense.
3. Preventive dental care is provided to the students in the elementary grades.
4. In order to update health records, please notify us of any changes in health status including health problems and immunization. **Please notify us of any changes of phone numbers, home, employment, and emergency contacts.**

**NOTE:** Medical/emergency forms requiring the signature of a parent/guardian are distributed to students at the beginning of the school year. Forms should be returned promptly to ensure information is current.

### **NATIONAL HONOR SOCIETY**

Students elected to the National Honor Society must meet the following qualifications: Scholarship, Leadership, Service, and Character. Eligibility for membership (academically) requires that a student have and maintain at least a 3.6 Q.P.A.

- The purpose of this organization shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of the Wyoming Valley West High School.

### **NCAA CLEARINGHOUSE (National Collegiate Athletic Association)**

Student-athletes and parents are encouraged to review NCAA guidelines when selecting courses. Prospective student-athletes and parents interested in continuing athletic completion at the collegiate level can review requirements by visiting the Eligibility Center on the NCAA's website ([www.ncaa.org](http://www.ncaa.org)).



## **PARKING PRIVILEGES**

Approved by the Board of School Directors, 6/26/97.

This proposal has been formulated by the Buildings and Grounds Committee, High School Principal, Student Council President, and Senior, Junior, Sophomore and Freshman Class Presidents.

### **Student parking spaces are allocated by the following criteria:**

1. Seniors (first) - Juniors (when spaces are available) – Sophomores (when spaces available)
2. Parking privileges would be linked to student tardiness, attendance and discipline.
3. Parking tags must be displayed at all times.
4. Students must follow all guidelines of the school (including parking guidelines).
5. Student cars will be towed if the students are not registered or following the parking guidelines.

**\*Campus parking spaces for faculty and students are designated by color.**

**Yellow spaces are designated for faculty parking only.**

**White spaces are designated for student parking only.**

**\*Students are not permitted to park in faculty spaces during the school day.**

## **PARTIES**

Classroom parties are not to be held during school hours, unless approved by the principal in advance as a justifiable educational experience.

## **PHYSICAL EDUCATION PARTICIPATION REQUIREMENTS**

(\*Please Note: Requirements may be subject to revision.)

All students will be required to wear appropriate gym attire for physical education classes. Clothes worn to school cannot be worn to Physical Education class. Gym shorts, an appropriate T-shirt (no half shirts or tank tops), sweat pants, sweat shirts, and sneakers will constitute appropriate gym attire. Designs or a reference of drug or alcohol on clothing is not permitted. Any student not complying with the dress code will receive a zero for that class if he/she is not wearing sneakers. Students that are wearing sneakers and school clothes will walk for the entire class period for minus 2 points. If student refuses to walk with sneakers on he/she will get a zero for the day.

### **Class Participation / Grading**

Grading will be done at the conclusion of each semester.

- 4 zeros = B
  - 6 zeros = C
  - 8 zeros = D
  - 10 zeros = F
- Students that are not fully participating in an activity will lose points for the class. Any student that sits out of any activity once it has started without a doctor's note will receive a zero for the class. Students can receive a zero or reduction in points from any physical education teacher during the class period for not participating in the activity.
  - All students will be required to warm-up and stretch before each class, which will consist of walking and/or jogging for the warm-up. Students will receive the same credit for walking/and or jogging but will lose points for not warming-up or stretching at the beginning of class.

### **Class Activities**

- Each activity will be offered in 2 or 3 week intervals.
- Activities available throughout the school year:

Badminton	Lacrosse
Basketball	Soccer
Dodgeball	Ultimate Football
Floor Hockey	Ultimate Frisbee
Football	Volleyball
Frisbee Golf	Weight Room
Handball	Whiffle Ball
Kickball	

**NOTE:**

- Walking is available each day for full class credit.
- New activities will be added with the availability of new equipment.

**Medical Excuses**

- All students are required to participate in class unless they have an excuse from a doctor, parent, or school nurse. Students can only have two parent notes per marking period; any notes in excess of two must come from a doctor or school nurse.
- Every five classes out on a medical note will be required to write a 2 page paper assigned by his/her physical education teacher.
- Any student on a medical excuse for an entire marking period will be required to write a 6 page paper assigned by his/her physical education teacher.

**Class Attendance**

- Class attendance is required.
- Cutting class will result in a zero for the day.
- In-School Suspension will require the students to complete a hand written assignment in order to receive credit for the class.
- More than 6 unexcused school absences (school code U) in one marking period will result in an incomplete for the quarter and the student will need to make up class in order to receive a grade. Days that are approved by administration, a school field trip or activity, a doctor's note, or out of school suspension will not affect a student's grade or number of absences counted against the student.

**Make-Up Criteria:**

- All students will be allowed to make-up zeros to increase his/her grade or to pass the class.
  - Students will have the option to complete one mile walking and/or jogging on the track with no time limit or walk for 20 minutes in order to make-up one class.
  - Students can only make-up class during a study hall period or during an Act 80 Day with teacher and administration approval.

**PLAGIARISM POLICY**

Students are provided plagiarism policies within the course syllabuses they receive at the beginning of each school year.



## **POLICY FOR SELECTING CHEERLEADERS**

The Wyoming Valley West School District is committed to the idea of student participation. For this reason we wish to encourage all interested students to participate in the annual auditions.

Our ultimate aim is to seek out and select the very best. This goal cannot be realized without a full commitment of support from the student body. You cannot succeed if you do not try. Candidates should be aware that, in addition to the annual selections, experience indicates that vacancies may also occur during the school year, thus providing additional opportunities.

We feel confident that the method of selection contained in this policy will insure that our selections will be representative of the exemplary student body which is Wyoming Valley West. The policy will be reviewed annually.

### **A. Cheerleader squad members:**

- 1) Varsity 22 Members
- 2) Jr. Varsity 12 Members
- 3) 9<sup>th</sup> Grade Squad 12 Members

### **B. Time for Try-Outs**

- 1) April or May
- 2) All selections are only for one (1) year

### **C. Selection Criteria:**

- 1) Scholastic - See page 23-PIAA Schedule Eligibility Regulations
- 2) Cheerleaders - Students will be judged on ability to perform: cheers, jumps, partner stunts, line dance, and gymnastics.
  - a. Scores of one (1) through five (5) will be given for each item judged under these headings with one being the lowest and five being the highest score.

### **D. Cheerleading for School events**

- 1) Cheerleaders are expected to participate in all athletic events as directed by the advisor.
- 2) Cheerleaders will be transported to and from all away events by Wyoming Valley West providing transportation.
- 3) Cheerleaders are responsible to the cheerleader advisors for proper conduct, proper dress, etc.
- 4) A cheerleader must understand that cheerleading assumes a priority over all other activities.

### **E. Reasons for Disciplinary Action**

- 1) Undesirable behavior either in or out of school
- 2) Smoking, use of alcohol or drugs in school or at any school activity
- 3) Vulgar language while in uniform in school or at any school activity
- 4) Failure to maintain PIAA Eligibility Regulations
- 5) Uncooperative attitude
- 6) Failure to observe the transportation rule by school conveyance to and from away events
- 7) It should be noted that students representing Wyoming Valley West are expected to conduct them properly throughout the school year.

### **F. Selection Committee:**

The selection committee shall consist of the following for all of the above mentioned positions total of six (6): Principal or designee, three (3) Cheerleader Advisors (for cheerleaders) and two (2) others with cheerleading expertise chosen with joint approval of principal and advisors.

## **PLEASE RETURN TO THE PRINCIPAL**

I have read the attached Wyoming Valley West School Policy and Regulations for

Cheerleaders and give my son/daughter \_\_\_\_\_ permission to enter try-outs.  
Name of student

If selected, he/she will abide by the policy.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

### **POSTING OF MATERIALS**

Authority to post signs and advertisements must be obtained from an administrator. No materials are to be posted on chalkboards, painted walls, acoustical tiles, plastered walls or windows. It is understood that all posted signs will be taken down immediately following the activity. All posted materials will only be allowed on the approved bulletin boards on each floor.

### **PROHIBITED ACTIVITIES/BELONGINGS**

Among the activities that are prohibited in school include: Raffles, gambling, card playing, dice, matching or sliding coins, snowballing or any activity that would impede the educational process.

- Prohibited items include, but are not limited to, bicycles, laser pointers, roller blades, scooters and skateboards.

### **PROM POLICY**

Attending the WVWHS Prom is a privilege, not a right. Continual inappropriate behavior during the course of the school year may result in the loss of prom privileges. Guests attending the WVWHS Prom cannot exceed the age of 20, and must reside in Luzerne County. The policy also applies to the Sophomore Party. Consideration may be given on a case by case basis only for guests that attend a high school that participates in District II. Please see the principal.

### **PROMOTION POLICY (GRADE LEVEL CLASSIFICATION)**

The promotion policy is as follows:

1. Three (3) credits to pass from 9<sup>th</sup> to 10<sup>th</sup> grade.
2. A total of nine (9) credits to pass from 10<sup>th</sup> to 11<sup>th</sup> grade.
3. A total of fifteen (15) credits to pass from 11<sup>th</sup> to 12<sup>th</sup> grade.

### **PROTECTIVE EYEWEAR (GOGGLES)**

Regulations require the wearing of protective goggles for certain types of activities in shop areas or science laboratories. Teachers in shop classes or laboratories will issue protective eyewear and monitor appropriate use.

### **PUBLIC ADDRESS SYSTEM**

All announcements to be made over the public address system must be submitted in advance for approval by the Principal who will determine when and by whom the announcement will be read.

### **REPORT CARDS**

Report cards are issued at the end of each quarter, or nine week session.

### **SAFE2SAY SOMETHING (S2SS)**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The Safe2Say Something program is state mandated by Act 44 of 2018 and requires all K-12 schools, school districts, charter schools, private schools, cyber charter schools, nonpublic schools, intermediate units and area vocational-technical schools operating in Pennsylvania to participate. The Crisis Center at the Office of the Attorney General receives and triages all tips and sends them to School District Teams and, as needed, to local law enforcement to review and act upon. Safe2Say Something provides an app, website, and 24/7 crisis telephone hotline for youth and adults to submit anonymous tips.

To submit a tip:

- Call the tip line at 1-844-SAF2Say.
- Use the website at [www.safe2saypa.org](http://www.safe2saypa.org).
- Use the mobile App available for Apple and Android Devices.

### **SCHOOL CALENDAR**

The official high school calendar will be kept by the Principal and all school, class, and organizational activities will be scheduled through his office. Faculty advisors will request calendar dates for activities. It is important that in-school personnel schedule activities in advance to minimize conflicting dates. The school calendar is attached at the beginning of the student handbook.

- The school board determines when school is in session. The calendar and time schedule is published on the inside front cover of the Student handbook.



### **SCHOOL CLOSING**

In the event of inclement weather or mechanical breakdown, school may be closed, delayed, or dismissed early. School closings, delayed starting times, or early dismissals will be announced through the Skylert messaging system and local news media (TV/Internet/Radio).

- **Example:** A two (2) hour delay means school starting time and bus pick up is delayed exactly two (2) hours.

### **SCHOOL SPIRIT**

School spirit is an important part of any positive school environment. Students will be welcomed to participate on occasion in certain school activities or platforms related to supporting our district. School spirit is evidenced by three (3) characteristics:

1. **PRIDE-** Displayed in everything our school endeavors to accomplish and has accomplished in individual performances in the classroom, athletics and activities.
2. **SPORTSMANSHIP-** The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.
3. **COURTESY-** Displayed towards teachers, fellow students, and the officials of school athletic activities. Students should remember to treat others in the manner in which they would want to be treated themselves.

### **SCHOOL VISITORS**

School visitors will be limited to individuals having a valid reason to enter the building. All visitors must first report to the Attendance Office where a visitor's pass will be issued to approved individuals. Unauthorized, uncooperative visitors will be asked to exit the building immediately.

### **SEARCHES**

The Wyoming Valley West School District is committed to the protection of health, safety, and welfare of its students, employees, school district property, and to the educational process under its jurisdiction. With this in mind, given reasonable suspicion, the Wyoming Valley West School District reserves the right to bodily search students and visitors upon entering and/or while on school district property. A limited expectation of privacy should, therefore, be realized while on school grounds or using school facilities.

- Searches will also be conducted on school premises of lockers, desks, and items including personal effects such as but not limited to, purses, handbags, backpacks, gym bags, etc., school district owned/or contracted buses, or any and all motor vehicles used for school purposes that is believed may contain illegal drugs, weapons, explosive devices, and anything of any nature which may endanger the health, safety, and welfare of students, employees, school district property and the educational process under its jurisdiction.
- According to the district's Policy on Student Rights and Responsibilities- Administrative personnel may search a student's locker and seize any illegal material. Such materials may be used as evidence against the student in disciplinary, juvenile or criminal proceedings. When a student's locker is being searched, the student will be notified and given the opportunity to be present. Such a search may occur without prior warning in seeking contraband.

### **SEXUAL HARASSMENT POLICY**

Refer to the Wyoming Valley West School District Unlawful Harassment Policy located in the Student Handbook Appendix.

### **SKYWARD**

Skyward is our district's information management system, where parents/guardians can locate information regarding their child's academic performance, attendance record, contact information, and lunch account status. It is imperative that contact information within Skyward is up-to-date. The WVWSD uses Skyward as a resource to communicate with families regarding emergencies or school-related concerns. **Contact information can be updated by notifying the registrar at the Central Office. All information must be current at all times for safety and emergency purposes.**

### **SOCIAL PROBATION POLICY**

Refer to the Wyoming Valley West School District Social Probation Policy located in the Student Handbook Appendix.

### **SMOKING POLICY/TOBACCO PRODUCTS**

The Board recognizes that smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker and is, therefore, of concern to the Board.

- The possession of tobacco products by a student is forbidden on school property. School property includes the school building, school buses, parking lots, etc.
- Smoking, chewing tobacco, carrying tobacco of any type, or fire making materials on all school property (including buses) is prohibited.
- Students in possession of or using tobacco (lighted or unlighted) will be subject to prosecution. Also, included in the law are smokeless tobacco, electronic cigarettes, and vapor smoking devices.
  - The prosecution is a fine plus court costs.
- This rule will be strictly enforced on school property at all times. An exception will be the stadium during athletic competition. Enforcement of this rule would be impossible under such circumstances.
- Students found guilty of violating the rule will receive a citation in addition to a Suspension.

### **STUDENT ASSISTANCE PROGRAM**

Wyoming Valley West School District is one of many school districts to have made a commitment to the Pennsylvania Department of Education to sponsor a Student Assistance Program.

The Student Assistance Program is designed to:

1. Identify high risk students who are having problems
  2. Intervene and refer these students to appropriate community resources.
    - a) High risk students may include those with physical illness, suicidal intent, substance abuse, social/emotional maladjustment, and/or dysfunctional school behavior.
- The Student Assistance Program utilizes a systematic process whereby school personnel can determine which students are having problems and refer them for help. The heart of the program is a student assistance core team, which is a group of school personnel who are specially trained to work with these students. The team's objective is to intervene and refer students at risk to appropriate community services, not to serve as a treatment group.
  - The Student Assistance Team's responsibility is to monitor students experiencing difficulty in school and to gather data to assist in the assessment of the students need for help and counseling. When a significant problem is seen to exist with a student, the parents or guardians of the student will be contacted by the school and recommendations made for appropriate actions. All information concerning students referred to the program will remain confidential.

### **STUDENT COUNCIL**

The high school Student Council is a representative body which is actively involved in all aspects of school life. This organization is instrumental in planning for homecoming activities as well as school and community service projects. Every student has the option of being a contributing member of Student Council and the Wyoming Valley West High School. The policies and operations of the Student Council are explained in detail in its Constitution.

#### **PURPOSE OF THIS ORGANIZATION WILL BE THE FOLLOWING:**

1. To develop a harmonious relationship between the administration, the board of education, and the community.
2. To conduct various public service projects.
3. To develop practical attitudes in fulfilling obligations.
4. To promote high standards of proper conduct and experience in leadership, honesty, loyalty, and courtesy.
5. To represent all students and to guarantee all students a voice in student affairs.
6. To bring about equality and justice to all students in the benefits and responsibilities of school life.
7. To promote harmonious relations throughout the entire school.
8. To improve student/teacher relations.
9. To institute, encourage and support consistently those measures which enhance progress within the school.
10. To promote the general welfare of the students of WVWHS and the achievement of their total purpose.

### **STUDENT DEBTS**

Students are required to clear all school debts in order to maintain extra-curricular eligibility. Students have 10 days to clear a debt from the date it is issued before being ruled ineligible to participate by administration. If a debt is not cleared within 10 days of being issued, the student will become ineligible until the debt is cleared. All debts are cleared through the Financial Secretary, who is located in the Main Office.



## **STUDENT DISCIPLINE POLICY**

The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

- The Board shall require each student in this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:
  1. Conform to reasonable standards of socially acceptable behavior.
  2. Respect the rights, person and property of others.
  3. Preserve the degree of order necessary to the educational program in which they are engaged.
  4. Obey constituted authority and respond to those who hold that authority data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record when he/she leaves this school district.
- The Superintendent shall promulgate rules and regulations for student conduct which carry out the purposes of this policy and:
  1. Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning.
  2. Do not discriminate among students.
  3. Do not demean students.
  4. Do not violate any individual rights constitutionally guaranteed to students.
- The Superintendent shall designate sanctions for the infractions of rules which shall:
  1. Relate in kind and degree to the infraction.
  2. Help the student learn to accept responsibility for his/her actions.
  3. Be directed, where possible, to ameliorating any harm which may have been caused by the student's misconduct.
  4. Hold parents or guardians accountable for the actions of their child.
- Reasonable force may be used by teachers and administrators under the following circumstances without any prior approval.
  1. To quell a disturbance; or
  2. To obtain possession of weapons or other dangerous objects; or
  3. For the use of self-defense; or
  4. For the protection of persons or property.

## **RESPONSIBILITY OF STUDENTS OF COMPULSORY ATTENDANCE AGE**

The right to attend school can be guaranteed only when the student assumes certain responsibilities and obligations as a student.

- Student responsibilities include:
  1. An awareness of all rules and regulations for student behavior.
  2. Punctuality for classes.
  3. Acceptable school attendance.
  4. Dress and grooming habits that meet fair standards of health and safety and which do not cause any disruption of the educational process.
  5. An awareness of and compliance with federal, state, and local laws.
  6. Daily actions which do not interfere with the education of fellow students and which do not show or imply disrespect for the rights of others (students, teachers, administrators).
  7. Behavior showing care and respect for school property and facilities.
  8. An understanding that school work missed because of excused absence must be made up within a reasonable time.
  9. No participation in any action that threatens the safety of school personnel.
- School rules and regulations apply equally to all students. If a student is age seventeen (17) years or older and not required by law to attend school, he/she is still required to obey all school rules; in addition, he/she is still entitled to all due process guarantees assured to the other (under seventeen years) students.

### **RESPONSIBILITY OF STUDENTS BEYOND COMPULSORY SCHOOL AGE**

Although, in the State of Pennsylvania, seventeen (17) years old has been designed as the age at which a student is no longer required by law to attend school, this age, however, is in no way intended to delimit the students right to an education. This right may be exercised until the student reaches the age of twenty-one (21) years.

- New rights and freedoms acquired as the student approaches adulthood always include added responsibilities. The years then between the ages of seventeen (17) and twenty-one (21) represent a period wherein the student remains in school not because he/she is compelled to do so but rather because he/she freely chooses to be in school.

### **STUDENT CRIMINAL VIOLATIONS**

Administration is obligated to report the following offenses to the school district designated police officer (home and school visitor).

1. Criminal violations.
2. Acts of violence to another person or property.
3. Acts of a direct threat to the safety of others in the school.
  - The school is also obligated to cooperate with law enforcement agencies, and to assist the police in the investigation and prosecution of the offender; furthermore, the school district should encourage the aggrieved individual to press charges, and should support legal pursuit of the matter.

**\*It is a criminal violation to bring firearms/weapons (knives, etc.) into a school building or onto school grounds.**

### **USE OF NON-TRAFFIC CITATION BY DESIGNATED SCHOOL PERSONNEL**

The Wyoming Valley West Board of School Directors authorizes the school district solicitor to petition any judge of the Luzerne County Court of Common Pleas to appoint the district home and school visitor and attendance office as district detectives in accordance with the Public School Code of the State of Pennsylvania.

- The home and school visitor and attendance officer may issue directly or through the offices of the district magistrate, a non-traffic citation for acts of vandalism, disruptive behavior, and other related summary offenses which occur on school district property. Persons guilty of violating state compulsory school attendance laws will also receive non-traffic citations.
- Pupil services personnel are authorized to develop cooperative procedures, with all municipal police authorities who comprise the Wyoming Valley West School District, for the pick-up and detention of any student found on the streets, and not accompanied by a parent, during school hours.

**\*Additional information can be found in the VVWSD Policy Book.**

### **STUDENT EXPRESSION POLICY**

The Board respects the right of students to express themselves in word or symbol and to distribute materials as part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

**\*Additional information can be found in the VVWSD Policy Book.**

### **STUDENT HEARING PROCESS POLICY**

The board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.

- For the purposes of this policy, a student complaint shall be any such that arises out of actions that directly affect the student's participation in an approved educational program.
- The Board or its employees will recognize the complaints of the students of this district provided that such complaints are made according to procedures established by Board Policy.
- The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor, and both shall attempt to resolve the issue informally and directly.
- For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it, and the reasons why the student feels he/she is entitled to the relief sought.
- The complaint may then be submitted, in turn, to the building Principal, the Superintendent, Director of Pupil Personnel Services, and the Board, and with a suitable period of time allowed at each level for the hearing of the complaint and the preparation of a response.



## **STUDENT RIGHTS/RESPONSIBILITIES POLICY**

**\*The Student Rights and Responsibilities Policy sets forth guidelines by which student rights are to be determined consistent with law.**

- The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.
- Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority and compliance with the rules and regulations of this district.
- A student who has reached the age of 18 years possesses the full rights of an adult and may authorize those school matters previously handled by his/her parents.
- The Superintendent shall develop and promulgate administrative procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described.
- The right to public education in the Wyoming Valley West School District extends to all residents from age six (6) through twenty-one (21), including pregnant and married students and those determined as handicapped. Children of migrant parents have the same privilege as other resident students and the same student rights apply to extra-curricular activities.
- The responsibility for ensuring the education of children between the ages of eight (8) and seventeen (17) rests with the parent(s) or guardian(s) of the child.
- The right of students to attend schools of Wyoming Valley West can only be guaranteed when the student assumes responsibilities as a student.

Student responsibilities include the following:

1. An awareness of all rules and regulations for student behavior and conduct in accordance with these rules and regulations.
2. Punctuality for all classes and regular school attendance except when excused.
3. Dress and grooming habits that meet the standards of safety and health and which do not cause any disruption of the educational process.
4. An awareness and compliance with all federal, state, and local laws.
5. Daily actions which do not interfere with the education of fellow students or do not, in any manner, show or imply disrespect for the rights of teachers, students, administrators and all others involved in the educational process.
6. Behavior that shows care and respect for all school facilities and property.
7. Make all necessary arrangements for making up work when absent from school.
8. A student request for any course, or course of study, must be accompanied by an obligation to meet all requirements for that course of study.
9. Participate in no action or act that threatens the safety of other students or school personnel.

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money or valuable personal belongings to school. Students, not the school, must be responsible for their personal property. Students are also cautioned not to leave money or valuables in lockers or gym lockers. Losses must be immediately reported to the School Resource Officer.

## **STUDY HALLS**

Study halls are held throughout the school day. Students assigned to study halls are accountable for reporting to assigned locations. To the extent possible, all students scheduled for study hall will be assigned to a room with a teacher responsible for taking attendance.

- Students illegally absent from study hall will be treated in the same manner as truancy from an assigned class. Students are required to have educational materials with them in study hall, and must be prepared to make it a worthwhile learning experience.
  - Study halls are scheduled to provide students time during the school day to study, use the library, or to complete make-up work or tests.
- Study halls are not intended to be free time to converse with other students.
  - Talking will distract students concentrating on their work. All study halls are to be quiet.

- Students who have completed assignments are encouraged to occupy their time constructively by reading a book or periodical.
- No student is allowed to leave a study hall to visit another teacher, unless they have obtained a written pass from that teacher before the period begins.

### **SUSPENSION AND EXPULSION POLICY**

The Wyoming Valley West Board of School Directors supports the right of each student to pursue a study program that culminates in high school graduation. However, there are students who, for reasons unknown, refuse to meet their responsibilities and repeatedly disobey rules designed for efficient operation of the school. Therefore, the following provisions are made for excluding students from school as a means of changing negative behavior patterns or in extreme cases to remove students from school. Exclusion from school may be affected by suspension or expulsion.

#### **1) SUSPENSION - Including Due Process**

- a. Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.
- b. Suspension may be given by the principal and/or assistant principal. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety and welfare of the school community is threatened. The parents and the Superintendent shall be notified immediately in writing when the student is suspended. When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements outlined under HEARINGS.
- c. Suspension may not be made to run consecutively beyond the ten (10) school day period.
- d. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within the guidelines established by the Board.

#### **2) SUSPENSION - CO-CURRICULAR**

- a. Participation in a school Co-curricular activities program (athletic, musical, dramatic, social, and literary) is a privilege rather than a right. Since students who participate in co-curricular activities very often have the honor of representing their school before the public, the school, therefore, has the obligation to be certain that these students are good school citizens and display the type of behavior and responsibility befitting this privilege. When a student is suspended for three (3) or more days (In-School Suspension or Out-of-School Suspension) from class or classes for the first time because of any violation, the student will not be permitted to participate in any co-curricular or school social activity for a period of ten (10) calendar days from the date of suspension. The student shall not be allowed to retain any elected position, or participate in any activity of honor, such as the election of homecoming king or queen, for the remainder of the school year. When a student is suspended for three (3) or more days from class or classes for the second time because of any violation, the student will not be permitted to participate in any co-curricular or school social activity for a period of 30 (calendar days).

#### **3) EXPULSION – including due process**

- a. Expulsion from school is the most severe penalty a school can impose upon a student. This is solely the responsibility of the Board of School Directors; that is, the Board of School Directors is the only school district agency having the authority to expel a student from school. Inasmuch as expulsion involves the termination of the right to public school education, full due process procedure is required. Because of the seriousness of the action, expulsion from school should be applied as a last resort after all attempts at alternatives have failed. When a student commits a serious act of misconduct warranting the students removal from school to protect the rights, safety, and welfare of others, the administrator has an obligation to initiate expulsion.
- b. Expulsion is exclusion from school by the Board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing. During the period prior to the hearing and decision of the Board in an expulsion case, the student shall be placed in his/her normal class except if the health, safety or welfare of the school community is threatened.
- c. If it is determined after an informal hearing that a student's presence in his/her normal class would constitute such a threat, and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.



- d. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education. The initial responsibility for providing the required education rests with the students' parent or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the Superintendent.

**\* Additional information can be found in the Suspension and Expulsion Policy in the WVWSD Policy Book.**

### **TARDINESS (LATE) TO CLASS**

A student is considered tardy to class if he/she is not in the classroom before the class is to begin.

- Students arriving late to class should be admitted rather than sent to the office for a late pass. Tardiness to class will be dealt with by classroom teachers, unless the student has a pass from a teacher who detained that student.
- Students who are habitually late to class will be referred to their respective Guidance Counselor in order to resolve the problem. Failure to correct the situation may result in parent involvement.
- Chronic violators should be referred by the Guidance Counselor to the respective Assistant Principal for disciplinary action.
- Students are not permitted to use the lavatory between classes.

### **TARDINESS TO SCHOOL**

Students are required to be in Homeroom before 7:27 A.M. Students arriving after 7:27 A.M. must report directly to the Attendance Office in order to sign-in late.

### **CONSEQUENCES**

When a student accrues eight tardies he/she will be assigned to In-School Suspension for the ensuing school day.

A new sequence of tardy periods will begin after the first sentence is served in full.

- After the second block of eight periods, the student will be assigned two days of In-School Suspension and the tardiness sequence will go to zero.
- After the third block of eight periods, the student will be assigned three\* days of In-School Suspension and the tardiness sequence will go to zero. (\*Co-curricular penalties may apply.)
- Upon any subsequent tardiness, the student will report directly to In-School Suspension and will incur additional disciplinary action at the discretion of the Principal, which may include Out-of-School Suspension.

### **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

Refer to the Wyoming Valley West School District Technology Acceptable Use Agreement located in the Student Handbook Appendix.

### **TELEPHONES**

In case of an emergency, students should report to the Main Office and request permission to use an office phone.

**\*Under no circumstances may students use classroom phones.**

### **TELEPHONE PAGING DEVICES**

Act 103 of 1989 prohibits student possession of beepers on school grounds, at school-sponsored activities, and on buses or other school vehicles. If pre-approved by the principal's office, a student may possess a beeper if a member of a volunteer fire company, ambulance or rescue squad, or needs one due to the medical condition of an immediate family member.

### **TESTING POLICY**

The following policies and procedures shall serve as guidelines in administering the standardized testing program in the Wyoming Valley West School District.

#### **A. General Policies and Procedures**

1. The management of the standardized testing program will be by the department of pupil services. The test administration will be developed cooperatively by the department and the building principals.
2. The test will be administered whenever possible on a common day throughout the district.
3. The test adopted as part of the district program will be used for a minimum of (5) five years.

4. Results of the standardized testing program are considered a vital component and evaluation of the instructional program. We expect the best effort by both staff and students to insure accurate and truly representative results.
5. An Administrative Summary is available to principals and administrators.
6. By design the standardized testing program concentrates on evaluation of the basic curriculum disciplines of language arts and mathematics. However, all teachers of all disciplines are expected to analyze the test results of students they teach.
7. A district-wide committee shall be established on a yearly basis to review the results of our testing program. This will give members of the committee an opportunity to obtain an over-view of student achievement and recognize strengths and weaknesses.
8. It is also recommended that sub-committees be formed representing each of the elementary centers, middle school and high school to study the test results of the students within the student population and their strengths and weaknesses.

#### **B. Policies and Procedures for Reporting Scores to Staff, Parents and Students**

Our district-wide testing program includes:

1. Dynamic Indicators of Basic Early Literacy Skills (DIBELS)- Grades K – 2
  2. Pennsylvania System of School Assessment (PSSA)- Grades 3 – 8
  3. Keystone Exams- The Pennsylvania Department of Education has instituted the Keystone Exams at the secondary level to measure student mastery of state core standards in the following content areas during the 2021-2022 school year: Algebra I, Literature, and Biology.
- All standardized test results will be recorded on the student's cumulative record card.
  - Opportunity will be made for parents to review the test results with a professional staff person during scheduled or requested parent conferences.
  - Students will also have the same access to the Individual Test Record as their parents or guardians.

**\*Additional information can be found in the WVWSD Policy Book.**

#### **TEXTBOOKS**

The WVWSD issues textbooks to all students. All student issued books are numbered. Students are required to sign their names on the inside cover of the book in the appropriate location. Book covers are available upon request. Issued books must be returned at the end of a course, allowing for normal wear and tear. Excessive damage to books will result in monetary charges. Prior to withdrawal or transfer from the high school, students must return issued books to avoid additional charges. Transcripts will not be released until this requirement is met. No books are to be left in lockers.

#### **TITLE IX**

The Wyoming Valley West School District affirms that no person shall, on the basis of sex, disability, race, color, age, creed, religion, sexual orientation, gender identity, national origin, ancestry, veteran's status or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection, therefore, whether full-time or part-time, under any educational program or activity operated by the district. The district shall make reasonable accommodations for qualified individuals with disabilities upon request.

#### **Do you need to file a complaint?**

Any student, staff member, or third party who believes he or she has been subject to sexual harassment, discrimination, or retaliation is encouraged to promptly report such incidents to the Title IX Coordinator using the contact information detailed below.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Deborah Troy	570-288-6551	<a href="mailto:dtroy@vwwsd.org">dtroy@vwwsd.org</a>
Mr. Nick Gill	570-779-5361	<a href="mailto:ngill@vwwsd.org">ngill@vwwsd.org</a>



### **TUTORING**

Students may seek additional support from teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments/class discussions. Students should arrange a conference with their teacher before/after school, or at a convenient time for both parties.

- If peer tutoring is needed, please contact your child's Guidance Counselor and/or department chairperson to determine if tutoring is available. Students will be assigned a time, place, and tutor by contacting their teacher and/or department chairperson.

### **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal or transferring from the WVWHS is as follows:

1. Secure an authorized withdrawal or transfer note from parent or guardian.
2. Obtain appropriate withdrawal or transfer forms from the Guidance Office.
  - a. Have the forms completed by assigned teachers.
3. Return all school books and school issued items.
4. Clear all school debts.
  - a. All outstanding fees must be paid prior to withdrawal or transfer.
5. Submit completed forms to the Guidance Office for final clearance.

### **WORKING PAPERS**

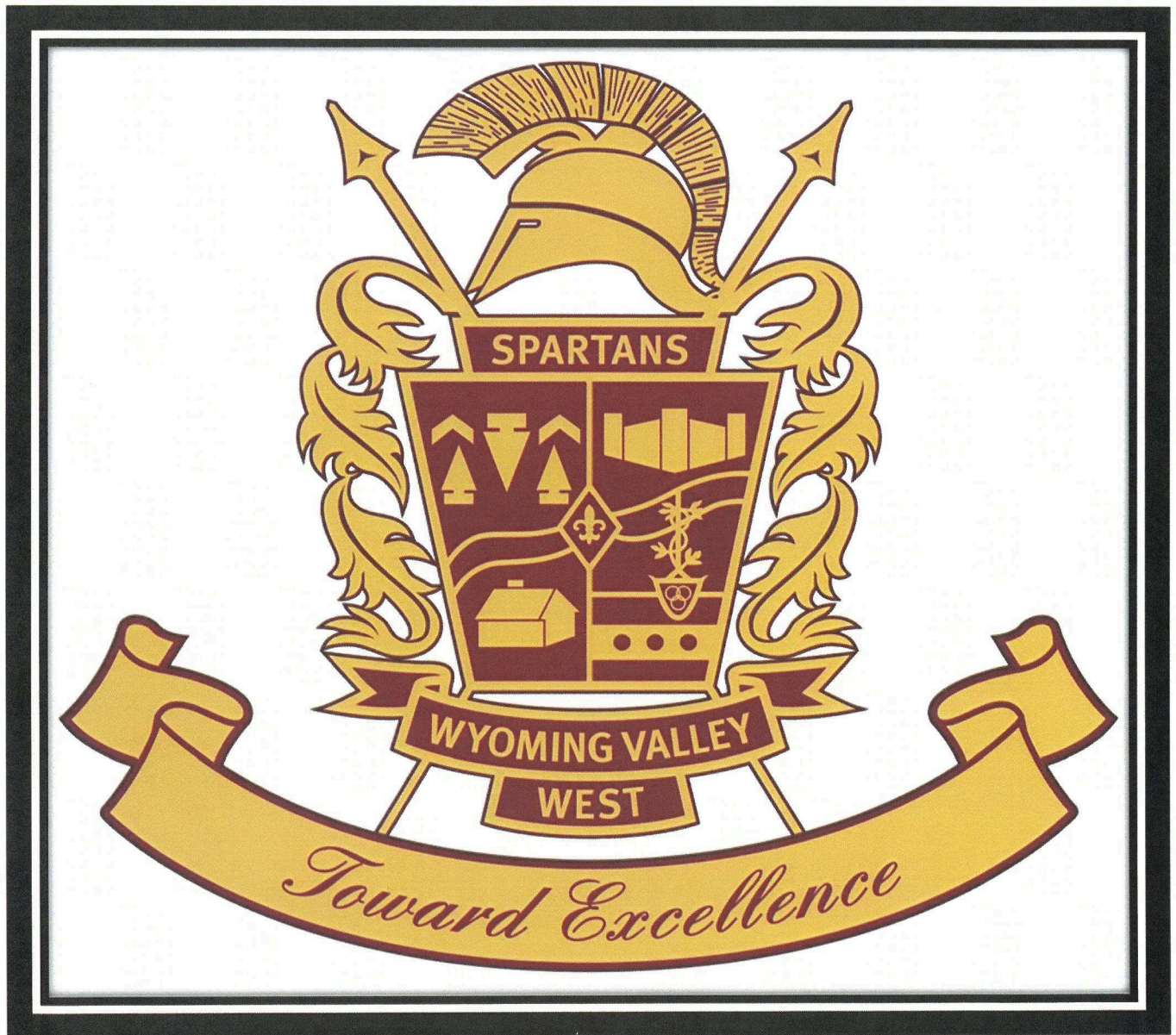
Working papers can be obtained at the Central Office in Kingston, and are also available on the WVWSD website. Completed forms must be returned to office staff, along with a parent's signature and birth certificate at the time of submission.

### **YOUNG SCHOLARS/EARLY COLLEGE ENTRY**

Young Scholars is a locally administered program that allows WVWHS students to enroll in postsecondary courses. Interested students are encouraged to schedule a meeting with their respective Guidance Counselors. Criteria for eligibility is determined by participating postsecondary institutions. Participating students are responsible for meeting tuition and transportation requirements. Grades from Young Scholars courses will not be factored into a student's G.P.A. However, participation may or may not affect class rank. Students are also encouraged to contact prospective college or university choices regarding future credit transfer.

# Wyoming Valley West High School

## Student Handbook



## Appendix



# Pennsylvania Pathways to Graduation

## Keystone Proficiency Pathway *Numeric or Non-Numeric Scores*

**Algebra I**  
Proficient or Advanced

**Biology**  
Proficient or Advanced

**Literature**  
Proficient or Advanced

## Keystone Composite Pathway *Numeric Scores Only*

At least 1 Keystone Exam scaled score is  
**1500 or Greater**

No Keystone Exam score is  
**Below Basic**

The Keystone Exam 3-score composite is  
**4452 or Greater**  
The Keystone Exam 2-score composite is  
**2939 or Greater**  
*(where eligible under §121.1)*

### CTE Concentrator

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

#### CTE Concentrator

1 Artifact from pathway criteria

### Alternative Assessment

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

#### Alternative Assessment

1 Artifact from pathway criteria

### Evidence-Based Pathways

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

#### Evidence-Based

3 Artifacts from pathway criteria

### Waiver

A student in 12th grade, or experiencing extenuating circumstances, who meets locally established grade-based requirements for Keystone content area(s) in which the student is less than proficient, and is unable to satisfy the requirements of a graduation pathway may be granted a waiver by the chief school administrator.

### Individualized Education Plan

A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes a special education program is granted a diploma under Title 22 §4.24.



# Pathway Criteria

CTE Concentrator	Alternative Assessment	Evidence-Based
1 Artifact	1 Artifact	3 Artifacts consistent w/student goals ONE or more from Section One No more than TWO from Section Two
<p>Industry-based competency certification</p> <p>Likelihood of industry-based competency assessment success</p> <p>Readiness for continued engagement in CTE Concentrator program of study</p>	<p>Attainment of one alternative assessment score or better: ACT (21), ASVAB AFQT (31), PSAT/NMSQT (970), or SAT (1010)</p> <p>Attainment of Gold Level or better on ACT WorkKeys</p> <p>Attainment of 3 or better on AP Exam(s) related to each Keystone content area in which less than Proficient</p> <p>Attainment of 4 or better on IB Exam(s) related to each Keystone content area in which less than Proficient</p> <p>Successful completion of concurrent enrollment course(s) related to each Keystone content area in which less than Proficient</p> <p>Successful completion of a pre-apprenticeship program</p> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) 4yr program for college-level coursework</p>	<p><b>Section 1</b></p> <p>Attainment of 630 or better on any SAT Subject Test</p> <p>Attainment of Silver Level or better on ACT WorkKeys</p> <p>Attainment of 3 or better on any AP Exam</p> <p>Attainment of 3 or better on any IB Exam</p> <p>Successful completion of any concurrent enrollment or postsecondary course</p> <p>Industry-recognized credentialization</p> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) for college-level coursework in an other-than-4yr program</p> <p><b>Section 2</b></p> <p>Attainment of Proficient or Advanced on any Keystone Exam</p> <p>Successful completion of a service-learning project</p> <p>Letter guaranteeing full-time employment or military enlistment</p> <p>Completion of an internship, externship, or cooperative education program</p> <p>Compliance with NCAA Division II academic requirements</p>



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Active
Last Revised	August 12, 2015

### **Purpose**

The Board of Education requires that school aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Regular attendance shall be defined as attending school for the full day of each day during which school is in session. Students are expected to attend all sessions unless properly excused by school authorities.

Teachers shall check all classes for absenteeism and tardiness and record and report to the office the names of those students who are absent or tardy.

Student absences shall be recorded on the Skyward student information management system.

The Board considers the following conditions to constitute reasonable cause for absence from illness, quarantine, death in family, and exceptional urgent reasons.

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

### **Definitions**

#### **Definition of Excused Absences for Temporary Periods**

##### **Religious Holidays and Religious Instruction**

1. Upon written parental request, students may be excused from school for religious holidays observed by bona fide religious groups.

2. Upon written parental request, a student shall be excused from school to attend classes for religious instruction under Section 1546 of the Public School Code of 1949. The excusal shall be limited to a total of not more than thirty-six (36) hours per school year. [\[8\]](#)[\[9\]](#)
3. A student's absence from school for religious holidays, or for religious instruction shall be recorded as an excused absence.

#### Tutorial Work

Upon written parental request, a student may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the district's curricula, only if the following requirements are met:

1. The excusal does not interfere with the student's regular program of studies.
2. The qualifications of the instructor are approved by the district Superintendent.

#### Health Care

Upon written parental request, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service, only if the following requirements are met:

1. The health or therapeutic services are to be rendered by Commonwealth licensed practitioners.
2. It is not practical or possible for the student to receive the services outside of school hours.
3. The time of necessary absence from school involves a minimum of interference with the student's regular program of studies.
4. Death in the student's immediate family.
5. Pre-approved educational trips by the principal.
6. Approval forms provided via Main Office.

#### **Definition of Unlawful Absence**

Students under the compulsory school age of seventeen (17), and whose absence does not meet the acceptable criteria for an excused absence, will be considered as having an unlawful absence from school. Absences are determined by the Superintendent or his/her designee.

The following constitute, but are not limited to examples of unlawful absences:

1. Failure to get up for school.
2. Missing a scheduled school bus or not having a ride to school.
3. Absence without a parent's/guardian's knowledge.
4. Babysitting.
5. Running errands and/or shopping.



6. Temporary employment during school hours.

### **Unlawful Absence Procedure**

Note: All absences will be considered unlawful until a written excuse is received by district. (See below)

1. Ten (10) health care absences may be provided by parent/guardian or doctor throughout the school year.
2. Subsequent health care absences will not be excused by parent/guardian note. Subsequent health care absences will only be excused by a note from a Commonwealth licensed practitioner.
3. Subsequent health care absences will not be excused by parent/guardian note. Subsequent health care absences will only be excused by a note from a Commonwealth licensed practitioner.
4. All written excuses, regardless of absence type, must be submitted within five (5) school days from date of absence.

<b>Number of Offense</b>	<b>Procedure</b>
3rd Unlawful Absence	Parent/Guardian will receive Legal Notice.
4th Unlawful Absence	Student, parent/guardian, and school officials will meet and write a Truancy Elimination Plan.
5th and subsequent Unlawful Absences	Citation issued by School Truant Officer.  If a student is found in contempt of the local magistrate's directive, the district will pursue dependency proceedings.

Truancy includes the following:

1. Absence from school without knowledge or permission of parents/guardians. (Parents/Guardians shall be informed).
2. Absence from school without knowledge or permission of school authorities.

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

Attendance and Tardiness

1. Students are not to be counted tardy whenever a bus arrives late.
2. Students who miss their bus should be counted tardy and/or absent in the same manner as non-bus students.
3. Students are not to be detained by teachers after school unless plans have been made by teachers to provide transportation of students home. Building principal should always be contacted for his/her approval.

#### Suspension of Bus Privileges

1. Suspension from the privilege of riding a bus is different from suspension from school. Bus privilege may be taken away but the student must find his/her own method of transportation in getting to and from school.
2. Bus students who have been suspended and who have not reported to school for reasons other than illness will be marked illegally absent.

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.[\[9\]](#)

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving approved homebound instruction.[\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board shall consider each student assigned to a program of independent study to be in regular attendance for the program, provided that s/he is under the guidance of a staff member so assigned and reports weekly to such staff member the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.[\[17\]](#)[\[18\]](#)[\[19\]](#)

It shall be the policy of the Board to consider the effectiveness and appropriateness to the pupil's needs of the educational program that is offered each child who habitually and repeatedly absents him/herself from such program.

The Board authorizes the Superintendent to suspend a student from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the staff and parents/guardians cannot rectify the pattern of absence. The Superintendent is authorized to establish the criteria to implement this policy.[\[17\]](#)



The Board shall excuse the following students from the requirements of attendance at the schools of this district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons so urgent as to preclude regular attendance.[\[20\]](#)[\[21\]](#)[\[22\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of this district shall be counted as being in attendance in this district.[\[3\]](#)[\[23\]](#)[\[24\]](#)
3. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.[\[3\]](#)
4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.[\[21\]](#)
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[21\]](#)[\[12\]](#)

#### General Employment Certificates of Sixteen (16)/Seventeen (17) Year Olds

1. The request for such a certificate must originate from the parent through a personal interview. The personal interview is recommended since the Child Labor Law requires the parent/guardian to apply in person.
2. The applicant for the working certificate shall receive from the principal a Promise of Employment Certificate.
3. This Promise of Employment, completely signed by parent/guardian and medical examiner, shall be taken to the high school or middle school which issued the Promise of Employment Form. Working certificates will be approved by the school social worker, issued by the designated school personnel, and sent by mail to the employer.
4. The applicant will then bring to the school social worker the release which will entitle the pupil to turn in his/her books and have his/her name taken from the active roll.

#### Issuance of Exemption Permits Domestic or Farm

1. Application must be made by the parent/guardian through a personal interview, followed by a visit to the home by the school social worker.
2. After the completion of this form, under the direction of the school social worker, the applicant will bring said form to the school administration building for signature by the Superintendent.

#### Vacation Certificates

Application for and issuance of all vacation certificates shall be handled through the Superintendent of Schools and the Director of Pupil Services. Each time a child changes jobs, s/he must re-apply to the high school or middle school for a new certificate. New working papers are drawn up and sent to the new employer.

The Board may excuse the following students from the requirements of attendance at the schools of this district:

1. Students receiving private instruction from a properly qualified tutor.[\[3\]](#)[\[10\]](#)[\[14\]](#)
2. Homebound children unable on the recommendation of the school physician and/or the school psychologist and/or community psychiatrist.[\[22\]](#)
3. Students enrolled in special schools conducted by the Luzerne Intermediate Unit or by the Department of Education.[\[3\]](#)

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.[\[25\]](#)[\[26\]](#)

### **Delegation of Responsibility**

The Superintendent shall develop procedures for the attendance of students which:

1. Ensure a school system which is in conformity with requirements of the rules of the State Board.[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)
2. Govern the keeping of attendance records in accordance with rules of the State Board.[\[33\]](#)[\[34\]](#)
3. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) on which the absence occurred that the absence was unexcused and in violation of law, that the parent/guardian must be so notified and informed of his/her liability under law for the absence of the student, and further violation during the school term will be prosecuted without notice.[\[25\]](#)[\[26\]](#)

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.[\[8\]](#)

1. No school or grade may be dismissed before the regular hour for dismissal except with the approval of the office of the Superintendent of Schools.



2. No teacher may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal.
3. Since the school is responsible to the parent/guardian for those hours the child is in school, these rules shall be observed:
  - a. Children shall be released from school only to their parents/guardians or to persons authorized by their parents/guardians.
  - b. In case of illness, it shall be determined that the parent/guardian or another person authorized by the parent/guardian is available to receive the child.
  - c. If any police or court official requests the dismissal of a pupil during school hours, parents/guardians should be notified at once.[35]
  - d. Requests for released time for dental and medical appointments shall be honored when impossible to arrange them on nonschool time. A written request from the pupil's parents/guardians is necessary.
  - e. Children shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc., except with the approval of the principal.
4. Students may elect to participate in a work experience program for an hourly rate of pay.
5. If a student withdraws from the Wyoming Valley West School District, the parent(s)/guardian(s) shall appear with the student in the office prior to withdrawal to complete appropriate withdrawal procedures.

#### Legal

[1. 24 P.S. 1301](#)

[2. 24 P.S. 1326](#)

[3. 24 P.S. 1327](#)

[4. 22 PA Code 11.12](#)

[5. 22 PA Code 11.13](#)

[6. 22 PA Code 11.41](#)

[7. 22 PA Code 12.1](#)

[8. 24 P.S. 1546](#)

[9. 22 PA Code 11.21](#)

[10. 22 PA Code 11.22](#)

11. 22 PA Code 11.23

12. 22 PA Code 11.28

13. Pol. 115

14. Pol. 116

15. Pol. 117

16. Pol. 118

17. 24 P.S. 1318

18. Pol. 218

19. Pol. 233

20. 24 P.S. 1329

21. 24 P.S. 1330

22. 22 PA Code 11.34

23. 22 PA Code 11.32

24. 22 PA Code 11.5

25. 24 P.S. 1333

26. 24 P.S. 1354

27. 24 P.S. 1501

28. 24 P.S. 1504

29. 22 PA Code 11.1

30. 22 PA Code 11.2

31. 22 PA Code 11.3

32. 22 PA Code 4.4

33. 24 P.S. 1332

34. 24 P.S. 1339

35. Pol. 225

24 P.S. 1327.1

24 P.S. 1338



24 P.S. 510

22 PA Code 11.24

22 PA Code 11.25

22 PA Code 11.26

22 PA Code 11.8

Pol. 000

Pol. 137

Pol. 200

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	February 19, 2007
Last Revised	August 8, 2018

### **Purpose**

The Wyoming Valley West School District will be committed to providing a compassionate, receptive, and nonthreatening atmosphere for each and every one of our pupils to learn and succeed. If bullying/cyberbullying does occur, students should be assured of the fact that all incidents will be addressed quickly, thoroughly, and efficiently. It is expected that anyone - whether student, educator, family member, or other school party - who witnesses or has other knowledge of an incident of bullying/cyberbullying, will report the incident to a staff member immediately and with the promise of confidentiality, if desired.

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all district schools. A safe school environment free from bullying/cyberbullying is necessary for pupils to learn and achieve high academic standards. Bullying/Cyberbullying behavior disrupts the educational process; therefore, it will not be tolerated on school property, in school vehicles, school grounds, at school-sponsored events, or during travel to and from school.

### **Definitions**

Under this policy, **bullying** is a form a harassment in which behavior is intended, or perceived to intend, to harm or cause distress to another. The action occurs repeatedly over time and, in addition to causing harm or distress, has the effect of insulting or demeaning a student or group of students in such a way as to cause disruption of the orderly operation of the school. Bullying may be physical, verbal, written, electronically transmitted or psychological. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, exclusion from peer groups within the school, name-calling, and derogatory statements, including any discriminatory statement. Bullying is not a mutual confrontation between two (2) students or a group of students (i.e., fighting with another student in which the altercation is mutual, requiring restraint or resulting in injury or property damage).

**Cyberbullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs) which has the effect of:



1. Physically, emotionally or mentally harming a student.
2. Placing a student in reasonable fear of physical, emotional or mental harm.
3. Placing a student in reasonable fear of damage to or loss of personal property.
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

### **Authority**

The School Board prohibits all forms of bullying/cyberbullying behavior on school property, in school vehicles, at school-sponsored events, or during travel to and from school. Any violation of this policy shall be considered an infraction of the Student Code of Conduct, with discipline implemented accordingly. All bullying/ cyberbullying behavior that is a violation of the PA Crimes Code will be reported to law enforcement.[1]

### **Delegation of Responsibility**

Any person discovering bullying/cyberbullying shall report the incident to a school teacher, counselor or administrator. School staff will provide immediate interventions consistent with this school policy. Students are encouraged to immediately report bullying/cyberbullying.

### **Guidelines**

When a student believes that s/he is a victim of bullying/cyberbullying, the student shall report a complaint of bullying/cyberbullying, orally or in writing, to the building principal, counselor, teacher, or another school employee.

All school employees are required to report alleged violations of this policy to the building principal or the principal's designee.

The principal or the principal's designee will investigate the incident and maintain a confidential record in the discipline file of both the victim(s) and bully(ies).

The building principal or designee will contact the parent/guardian of both the bully and victim.

Appropriate consequences and remedial actions range from positive behavioral interventions to and including suspension, and may include separating the student(s) being bullied/cyberbullied from the perpetrator(s). Any violation of the PA Crimes Code will be reported to law enforcement.

Victims and their parents/guardians shall be made aware of appropriate counseling and agency services available.

The district prohibits reprisal or retaliation against any person who reports a relevant act of bullying/cyberbullying. The principal will determine the consequences and remedial actions. Any violation of the PA Crimes Code will be reported to law enforcement.

The principal will determine the consequences and remedial actions for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying/cyberbullying. Any violation of the PA Crimes Code will be reported to law enforcement.

The following are specific things that teachers can do to help prevent bullying/cyberbullying:

1. Make it clear to students that bullying/cyberbullying will not be tolerated in the classroom, in the hallways, on the playground, or anywhere at school.
2. Ensure students that if anyone has a problem with bullying/cyberbullying, that s/he can talk to you about it in person or by writing you a note about what happened.
3. Immediately take action when you see bullying/cyberbullying, name calling, or harassment happen in your presence.
4. Help students identify themselves as allies for victimized students.
5. If students report bullying/cyberbullying, make sure that the bullies are confronted and that the victims, bystanders, and allies are protected.
6. Have students write what they think a bully is and discuss it out loud.
7. Work with other teachers to share ideas on what you are doing in your classroom to teach about and prevent bullying/cyberbullying.
8. Compile with your students a list of strategies for dealing with bullies/cyberbullies and post them in your classroom.

The following is a list of strategies to help students deal with bullies/cyberbullies:

1. Walk away from a bully.
2. Ignore the bully.
3. Tell someone like a teacher, parent/guardian, or friend that can help.
4. Try to be nice to the bully.
5. Try to be tricky.
6. Go to class to talk about problems with bullies.
7. Stand behind the person being bullied.
8. Go out of your way to make new friends to make yourself feel better.
9. Use humor.
10. Stay with other people so that you are not alone.
11. Do not give the bully the power to change your life.
12. Do not fight back.

The administrators' role in bully prevention:



1. Administration must make it clear that any form of bullying/cyberbullying will not be tolerated.
2. Students will be made aware of the faculty and staff's attitudes toward bullying/cyberbullying.
3. There will be appropriate consequences for students who choose to be bullies/cyberbullies.
4. A full investigation will take place when bullying/cyberbullying issues are reported, and everyone involved will be treated fairly.
5. Parents/Guardians will be informed of bullying/cyberbullying incidents regarding their child.
6. All campus monitors, janitorial staff, office staff, and cafeteria staff will be notified on what to do if a child reports a bullying/cyberbullying incident to them.

#### Disposition of a Bully

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes age-appropriate intervention(s), restoration of a positive climate, and support for victims, as well as others impacted.

#### Legal

[1. 24 P.S. 1303.1-A](#)

[20 U.S.C. 7118](#)

[22 PA Code 12.3](#)

[24 P.S. 1302-A](#)

Pol. 103

Pol. 103.1

Pol. 113.1

Pol. 218

Pol. 233

## Wyoming Valley West School District CAFETERIA PURCHASE CHARGING and INSUFFICIENT FUNDS POLICY 2023-2024 School Year

The Wyoming Valley West School District Cafeteria is serviced with a student account system. This system is a pre-paid program that allows students to deposit their meal money into their meal accounts to be used to purchase meals, snacks, and beverages. Please read the following policy on making deposits, charging to your students' accounts, and payments returned due to insufficient funds.

- All students will receive one free lunch and one free breakfast. Wyoming Valley West has qualified for the Community Eligibility Program for the 2023-2024 school year. All additional meal items and snacks will be an additional charge.
- No charging of additional meal items or snacks will be allowed. No exceptions will be made.
- You can add money to your child's account by filling out an envelope and sealing the payment inside. Your child can drop off the envelope to the cashier in the cafeteria or for high school and middle school, drop it into the lockbox in the cafeteria each morning.
- The envelope should be clearly marked with your child's name and account number. If the payment is for more than one child, indicate how the money should be split (for example, Johnny = \$10.00 and Sally=\$15.00).
- We encourage payment be made in the form of a check made out to "Wyoming Valley West Cafeteria Fund".
- Money received on account is automatically deposited in Wyoming Valley West's Cafeteria Fund. The money remains on the student's account and will be drawn down as students purchase meals. A note will be sent home when the students account balance becomes negative.
- All students have been assigned a Student ID number to access their lunch account. This ID number will be like a PIN for an ATM machine. Students will enter their ID number into a PIN pad prior to the cashier. We will help your child learn his/her ID number.
- The high school operates on a cashless system. Students must have money on their accounts in order to purchase lunch. If they choose not to utilize cash on account, then they can purchase a selection of items from the ala carte line in the back of the cafeteria.
- You can access your student's account via the internet to view purchases and account balance. To check your child's account please visit [www.wvwsd.org](http://www.wvwsd.org). You will also have the ability to view and print out a copy of your child's meal purchase history report. This history report will show all the dates and times that your child has made purchases in the cafeteria.
- If checks are returned due to insufficient funds, a letter from the school district office will be sent to your home requesting re-payment of check value plus the bank fee.
- No charging will be permitted by any staff member or teacher. Money must be on account or the meal paid for that day. No exceptions will be made.



Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221
Status	Review
Adopted	August 14, 2013
Last Revised	April 13, 2022
Last Reviewed	June 30, 2023

### **Purpose**

The intent of this policy is to ensure that our students dress appropriately, are not disruptive to the educational process, and do not compromise the safety and security of our school. While requiring a specific type of clothing, it is not our purpose to interfere with students' decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objectives of our school.[1][2]

### **Guidelines**

#### **Permitted**

- Clothing, including both a shirt with pants, short or skirt, or the equivalent, and shoes.
- Clothing that covers the shoulders, chest, and torso (shoulders to waist) and covers all undergarments.
- Tops that fall comfortably to the belt or buckle of the pants.
- Leggings, sweatpants, yoga pants, khakis, joggers, and non-ripped jeans.
- Appropriate footwear at all times. All footwear must have a back.
- Dresses/Skirts that are at least mid-length, with no plunging backs below the mid-back, not made from transparent material, nor have side or front cut outs.
- Pants that can be worn at/to the waistline. All undergarments must be covered at all times.
- Crewneck sweatshirts and t-shirts.
- Shirts without collars that are school appropriate and are not revealing, distracting, controversial, or pose a safety threat.

#### **Not Permitted**

- Halter tops, bare midriffs, see-through shirts, mesh shirts, tube tops, sleeveless shirts, tank tops or any top without a back.
- Clothing with obscene language and/or pictures, deemed offensive, sexually suggestive, condoning violence, suicide or vulgar language.
- Excessively short/tight skirts and shorts are inappropriate for school.
- Clothing or article that advertises or advocates the use of drugs, alcohol or tobacco or makes reference to gangs, including bandannas and tattoos.
- Cut, ripped, or torn clothing.
- Headgear and/or coats should be placed in student lockers during the school day. Caps, bandannas, hats, or hoods may only be worn outside of the building. If worn, headgear will be confiscated on the first offense and held until the end of the day. Headbands must be appropriate and secure the hair.
- Sagging pants (pants must be secured at the waist).

- Dog chain necklaces, spiked bracelets, hanging belts, or wallet chains.
- Pajamas, slippers, slipper boots, blankets, or bedroom attire.
- Clothing that shows underwear, the midriff, chest, or buttocks.
- Flip flops, sandals, slides, shoes without a back, or any footwear that poses a safety hazard is not permitted.
- Hoodies.
- Cargo Pants/Shorts with multiple pockets.

**\*These guidelines** do not cover every possible situation. Questionable attire or appearance will be referred to the principal or principal's assistant. Since styles of clothing change rapidly, the school reserves the right to restrict certain fashions that are inappropriate and distracting to the learning environment. Maybe if in doubt, do not wear it to school.

### Exemptions

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

### Board Discretion

The above dress code may be amended at any time at the discretion of the Wyoming Valley West School Board.

### Discipline

The purpose of school is to promote and foster a solid learning environment. Students are expected to dress in a manner which encourages this purpose. Violation of this policy will result in parental notification and appropriate school action.

Noncompliance will be considered a violation of school policy. The consequences will be as follows.

#### *Elementary Level:*

Offense	Disciplinary Action
1 <sup>st</sup> Offense	At the discretion of the principal, depending upon the degree of cooperation from the student and parent/guardian, a request for change of clothing, a request to send the student home, or an out-of-school suspension shall take place as deemed appropriate by administration.
2 <sup>nd</sup> Offense	At the discretion of the administration, the student will be excluded from class (i.e., out-of-school suspension) for one (1) day. A parental meeting must take place for the child to return to class. The student is expected to return in full compliance of the structured dress code.
3 <sup>rd</sup> and Successive Offenses	At the discretion of the administration, the student will be subject to a three (3) to possible ten (10) day out-of-school suspension and a ten (10) day co-curricular suspension. A parental meeting must take place for the student to return to school. The student is expected to return in full compliance of the structured dress code.



*Secondary Level:*

Offense	Disciplinary Action
1 <sup>st</sup> Offense	At the discretion of the administration, the student will be excluded from class (i.e., in-school suspension or out-of-school suspension) for one (1) day. Parents/Guardians will be notified of the class exclusion. The student is expected to return in full compliance of the structured dress code.
2 <sup>nd</sup> Offense	At the discretion of the administration, the student will be excluded from class (i.e., in-school suspension or out-of-school suspension) for one (1) day. A parental meeting must take place for the child to return to class. The student is expected to return in full compliance of the structured dress code.
3 <sup>rd</sup> and Successive Offenses	At the discretion of the administration, the student will be subject to a three (3) to possible ten (10) day out-of-school suspension and a ten (10) day co-curricular suspension. A parental meeting must take place for the student to return to school. The student is expected to return in full compliance of the dress code.

## Legal

1. 22 PA Code 12.112. 24 P.S. 1317.3

Pol. 218

Pol. 220

Pol. 233

Pol. 325

Pol. 425

Pol. 525

Book	Policy Manual
Section	200 Pupils
Title	Drug Awareness
Code	227
Status	Active
Adopted	May 14, 2014
Last Revised	May 14, 2014

### **Purpose**

These policies have been designed so that the Wyoming Valley West School District can respond effectively and appropriately to drug and alcohol situations involving the student population. Furthermore, these policies have been developed by Wyoming Valley Alcohol and Drug Services, Inc. in conjunction with the School Board, Administration, faculty, parents/guardians and students.

These policies will be clearly articulated, consistently and uniformly enforced, and broadly communicated. Such policies shall establish procedures dealing with students suspected of possession or distribution of drugs in school, up to and including expulsion and referral for prosecution.

### **Definitions**

**Drugs** - shall include alcohol or any malt beverage inclusive of wine coolers; non-beer; designer drug/s; any over-the-counter drug not authorized by parent/guardian and school nurse; anabolic steroids; any drug from any of the four (4) classes of drugs, hallucinogens, narcotics, amphetamines, barbiturates; any volatile solvents or inhalants such as but not limited to glue, varnish remover, etc.; any chemical manufactured in a clandestine laboratory such as but not limited to amyl and butyl nitrite; also, all forms of synthetic marijuana regardless of containing cannabinoids (synthetic THC).[\[2\]](#)[\[4\]](#)[\[1\]](#)[\[3\]](#)

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

### **Examples of Drugs Covered under this Policy**

#### ***Inhalants –***

1. Nitrous Oxide Laughing Gas, Whippets, CO2 Cartridge.
2. Amyl Nitrite Locker Room, Rush, Poppers, Snappers.
3. Butyl Nitrite Bullet, Climax.
4. Chlorohydrocarbons Aerosol Paint Cans, Cleaning Fluids.
5. Hydrocarbons Aerosol Propellants, Gasoline, Glue, Butane.



### *Stimulants –*

1. Cocaine.
2. Crack Cocaine.
3. Amphetamines capsules, pills, tablets.
4. Methamphetamines "ice", crack.
5. Additional Stimulants Preludin, Didrex, Tenuate, etc.

### *Depressants –*

1. Barbiturates.
2. Tranquilizers.
3. Alcohol.

### *Hallucinogens –*

1. Marijuana.
2. PCP.
3. LSD.
4. Mescaline.
5. Peyote.
6. Psilocybin.

### *Narcotics –*

1. Heroin.
2. Methadone.
3. Codeine.
4. Morphine.
5. Meperidine.
6. Opium.
7. Other Narcotics:
  - a. Percodan.
  - b. Darvon.

- c. Percocet.
- d. Talwin.
- e. Lomotil.
- f. Fentanyl.

**Distribution** - to deliver, sell, pass, share or give any drug and/or alcohol, as defined by this policy, from one student to another.

**Possession** - possess or hold or have within immediate control any alcohol or drug defined by this policy. It should be noted that students found with alcohol/drugs in school lockers, desks, student automobile are in direct violation of this drug policy and will be charged with possession.

**Drug Paraphernalia** - any equipment, products, and materials of any kind which are used, intended for use, or designated for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, re-packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a controlled substance in violation of the Controlled Substances Act. Drug paraphernalia items include but are not limited to:[\[5\]](#)

1. Roach Clips.
2. Rolling Papers.
3. Amyl Nitrite (Rush, Locker Room, Jock).
4. Butyl Nitrite (Bullet, Toilet Water).
5. Hypodermic Syringes.
6. Cocaine Spoons.
7. Water Pipes, Marijuana Pipes, Crack Pipes.
8. Drug Conversion Kits.
9. Razor Blades.
10. Other related items such as clothing or accessories that espouse drugs and/or alcohol.

### **Authority**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school-sponsored event.[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program.



## Assessment/Treatment

The Wyoming Valley West School District has a signed "Affiliation Agreement" with Wyoming Valley Alcohol and Drug Services, Inc. for purposes of providing confidential assessment services to students and their family.

NOTE: The following decisions of the Supreme Court of 1985 have guided the Wyoming Valley West School District in the formulation of its drug/alcohol policies and shall apply to this policy.

## Guidelines

### Reasonable Suspicion

Reasonable suspicion means more than "mere" suspicion. The school authorities must apply an objective test in determining whether reasonable suspicion exists. The basis for reasonable suspicion will include:

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

NOTE: While the above factors, standing alone, may not always suffice in supporting a reasonable suspicion of a substance, a combination of these factors will strengthen the school's position of "Reasonable Suspicion".

### Reasonable Scope of Search

A personal search of the student must be reasonably related to the objectives of the search and must be the least intrusive means of maintaining order and safety in the school. A personal search includes a pat-down or frisk; a search of a student's personal belongings (i.e., a purse); a strip search; blood or urine screening; and the use of dogs to "sniff-out" drugs located on a student.

As a general principal, personal searches should not be the initial means of determining whether a student is in violation of the substance abuse policy. Instead, personal searches should be used as a last resort.

NOTE: The intrusiveness of the search must be reasonably related to the suspected violation. For example, a strip search or a drug screening of a thirteen-year old student found smoking a cigarette in the restroom, without more, would be unreasonable in the light of the age of the student and the nature of the infraction.

Of course, once the school has obtained sufficient evidence to discipline a student, there is really no need to continue with further searches. For example, if school authorities have reasonable suspicion that a student has violated the substance abuse policy, and drugs are found in that student's locker, there might be no further need for a personal search of that student or to require that student undergo drug testing. If the drugs found in the student's locker provide sufficient evidence to discipline the student, any further search would be considered excessively intrusive.

### Lockers and Desk Searches

Because students' lockers and desks are school property and remain under the control of the school, students have a reduced expectation of privacy. The student's expectation of privacy can be entirely defeated by a school policy which expressly states that the school retains ultimate control over student lockers and reserves the right to inspect lockers at any time without notice and without student consent. However, if possible, the district will make every attempt to have the student present during this search.

### Automobile Searches

The 4th Amendment prohibits a general search of a student's vehicle, absent the student's consent or a reasonable suspicion the car contains prohibited substances.

However, it is lawful for school officials to patrol school parking lots and to look into a student's car without the student's consent or a showing of reasonable cause. If the school officials observe an item which would create a reasonable inference that the student is violating school policy, the officials may search the inside of the car. Once again, if possible, the district will make every attempt to have the student present during this search. If the student refuses to turn over keys, parents/guardians will be asked to unlock the automobile. If the parent/guardian then refuses, law enforcement authorities will be requested immediately.

### Undercover Agents

A school's use of an undercover agent to enforce its substance abuse policy will be subject to close scrutiny by the courts, if challenged, and should be used only as a last resort.

There is an assumption that undercover agents have a vested interest in "catching" violators. This underlying bias may taint the effectiveness of the agent. Similarly, the use of an undercover agent may lead to claims of entrapment, further undermining the effectiveness of this means of enforcement.

### Use of Canines

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school-owned property and automobiles parked on school property.

The use of dogs to detect drugs on a student falls within the category of a personal search. Consequently, this means of ferreting out substance abuse is considered intrusive and will be used only as a last resort.



Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his/her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for further search by school officials.

#### Due Process Requirements

These review procedures provide for student and/or parent/guardian the right to contest a charge that the student has violated the district drug and alcohol policy.

The student and parents/guardians will be entitled to meet with the appropriate school personnel at an initial informal hearing.

Should a formal hearing before the School Board be in order, the following will be adhered to:

1. A reasonable time and date for the hearing.
2. Notice of the hearing.
3. The charges to be stated in clear, concise terms.
4. Opportunity to offer evidence and cross examine witnesses.
5. The right to have an attorney present at the hearing.

#### Sign Sample for School Property

Entry onto school property is deemed consent to an inspection of person, vehicle, and personal effects at any time while entering, on, or leaving the property. Inspections will be conducted upon reasonable suspicion of use, possession, or sale of alcohol/drugs on school property.

#### Bulletin Board Notice

Upon reasonable suspicion that a violation of the school's substance abuse policy has occurred, authorized school officials may inspect anyone entering, on, or leaving, school property, including school employees, employees of contractors or their subcontractors or agents doing business with the school, and others such as visitors or guests.

Entry on school property is deemed consent to inspection, of person, vehicle, and personal effects. If you do not consent to inspection, please do not enter or remain on the property.

The use, possession, sale, transfer or purchase of illegal drugs is not allowed on school property. When appropriate items violating this policy are found in the course of an inspection, they will be taken into custody and may be turned over to appropriate law enforcement agencies.

#### Student Athletes

If a student athlete violates the Wyoming Valley West School District Drug Awareness Policy, s/he will be referred to the Student Assistance Team by the principal. Further, s/he will be subject to all the provisions that are covered under the Wyoming Valley West Drug Awareness Policy.

This policy covers substance abuse in school on grounds, on school buses, at school-sponsored functions and while students are representing the school. All substance abuse violations shall be cumulative. They shall be carried over from year to year throughout the student athletes P.I.A.A. career from Grade 9 through Grade 12. The following policy shall apply accordingly:

1. Any student athlete who is found to possess or use drugs or alcohol the first time will be suspended from interscholastic athletic competition for a period of ten (10) calendar days. During the suspended period the athlete cannot practice in his/her sport, cannot dress or participate in any interscholastic game or scrimmage. After ten (10) calendar days the athlete can return to his/her sport on a full time basis with the approval of their coach. However, should the parent/guardian and student be uncooperative with the school officials, the student will be suspended from interscholastic athletic competition for a period of thirty (30) calendar days.
2. Any student athlete who is found to possess or use drugs or alcohol the second time will be suspended from interscholastic athletic competition for thirty (30) calendar days. During the suspended period the athlete cannot practice in his/her sport. The athlete cannot dress or participate in any interscholastic game or scrimmages. After thirty (30) calendar school days the athlete can return to his/her sport on a full-time basis with the approval of their coach
3. Any student athlete who is found to possess or use drugs or alcohol the third time will be suspended from further interscholastic participation.
4. A student athlete who has been suspended three (3) times may request reinstatement ninety (90) calendar days after his/her third offense. The athlete must give evidence of a rehabilitation program before the request can be reviewed. If a review is granted, a committee of three (3), made up of the high school principal or his/her designated representative, the athletic director, and a coach selected by the principal will review the case. A unanimous vote of the committee is necessary for reinstatement.
5. Any student athlete distributing drugs in school or out of school as well as in an athletic season or outside of an athletic season will receive a ten (10) day out of school suspension, be referred to the School Board for an expulsion hearing and be suspended from interscholastic athletic competition for a full calendar year.

#### Prohibition of Anabolic Steroids

Eligibility for participation in school athletics shall be limited. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.

The use of steroids by students involved in athletics is prohibited. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.



The Superintendent shall prescribe, implement and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.[\[9\]](#)

Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs.[\[10\]](#)[\[11\]](#)

The following minimum penalties are prescribed for any student found in violation of the rules and regulations required above. Violation of rules and regulations include:[\[12\]](#)

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

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion and/or criminal prosecution.[\[10\]](#)[\[11\]](#)

#### Legal

[1. 35 P.S. 780-101 et seq](#)

[2. 42 Pa. C.S.A. 8337](#)

[3. 21 U.S.C. 812](#)

4. Pol. 210

[5. 35 P.S. 780-102](#)

[6. 24 P.S. 510](#)

[7. 24 P.S. 511](#)

[8. 22 PA Code 12.3](#)

[9. 35 P.S. 807.1](#)

[10. 35 P.S. 807.2](#)

11. Pol. 233

[12. 35 P.S. 807.3](#)

[24 P.S. 1302.1-A](#)

[24 P.S. 1303-A](#)

[22 PA Code 10.2](#)

[22 PA Code 10.21](#)

[22 PA Code 10.22](#)

[22 PA Code 10.23](#)

[20 U.S.C. 7114](#)

[20 U.S.C. 7161](#)

[34 CFR Part 300](#)

[22 PA Code 10.25](#)

[22 PA Code 403.1](#)

[35 P.S. 807.1 et seq](#)

[20 U.S.C. 1400 et seq](#)

[21 U.S.C. 801 et seq](#)

Pol. 103.1

Pol. 113.1

Pol. 113.2

Pol. 122

Pol. 123

Pol. 218

Pol. 805



# WYOMING VALLEY WEST SCHOOL DISTRICT

Situational Category	Immediate Action	Investigation	Notification of Parents/Guardians	Disposition of Substance	Notification of Police	Discipline
The student is caught with drugs and/or alcohol for the first time.	Staff member will confiscate drug(s) and/or alcohol. Student is escorted to administrative offices.	The student, his/her locker, and other possessions will be searched.	Yes. An attempt will be made to provide an opportunity for the parent(s)/guardian(s) to be present when the police are involved.	Provided to law enforcement.	Required.	<ul style="list-style-type: none"> <li>• Ten (10) days out-of-school suspension with a due process hearing.</li> <li>• Mandatory drug/alcohol counseling.</li> <li>• Mandatory forty-five (45) day expulsion at the Alternative Learning Center (ALC). (Return contingent on behavior and academic progress.)</li> </ul>
The student is caught with drugs and/or alcohol a second time.	Staff member will confiscate drug(s) and/or alcohol. Student is escorted to administrative offices.	The student, his/her locker, and other possessions will be searched.	Yes. An attempt will be made to provide an opportunity for the parent(s)/guardian(s) to be present when the police are involved.	Provided to law enforcement.	Required.	<ul style="list-style-type: none"> <li>• Ten (10) day out-of-school suspension with a due process hearing.</li> <li>• Mandatory one (1) year expulsion.</li> </ul>

**Situation:** In possession of drugs or drug paraphernalia

**1st time:** Mandatory ten (10) day out-of-school suspension/due process hearing.  
Mandatory drug/alcohol rehabilitation.  
Mandatory forty-five (45) day expulsion.

**2nd time:** Mandatory ten (10) day out-of-school suspension/due process hearing.  
Expulsion of one (1) year.

**Situation:** Distribution

**1st time:** Mandatory expulsion for one (1) year.

- \* The Superintendent of Schools may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, all steps necessary to comply with the Federal Individuals with Disabilities Act are to be taken.
- \* Students who seek assistance from the district, and who have not violated the district's drug and alcohol policy, will not face disciplinary action.
- \* When students voluntarily request assistance for their own drug and/or alcohol use, they shall

be fully informed of services available. Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, works cooperatively with the Wyoming Valley West School District to ensure access to assessment and treatment in a timely manner. Students will be encouraged to include their parent(s)/guardian(s) in any treatment experience.



Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Code	237
Status	Active
Adopted	August 24, 2007
Last Revised	August 14, 2013

### **Purpose**

The use of electronic devices by students has been found to be disruptive. In many instances, electronic devices have been used for illegal purposes, including issues related to alcohol and drug abuse. The Wyoming Valley West School District is committed to ensuring every student is provided with a safe environment in which to learn. Therefore, the district has enacted a policy that prohibits the use of all electronic devices.

### **Definition**

**Electronic devices** - are to include, but not be limited to, beepers, pagers, long and short wave radios, all walkman type radios, CD/cassette players, remote control devices, cameras, video recorders, laser pointers, Game Boys and toys that do not serve any educational value in school.

### **Authority**

The **possession** of cellular telephones shall be allowed in school. All students shall have cellular telephones out of sight and turned off. The use of cellular telephones is prohibited. Students are not permitted to carry cellular telephones visible on their person during the school day. Students who use a cellular telephone or have it visible shall have it confiscated and returned to the parent/guardian. Upon second and subsequent offenses, the cellular telephone will be confiscated, and returned at the end of the school year.<sup>[1]</sup>

The **use of** electronic devices are prohibited in school, on school property or in any conveyance providing transportation to or from any school, school event or function during the hours and days that school is in session. These devices will be confiscated and returned to a parent/guardian. Upon second and subsequent offenses, the items will be confiscated, and returned at the end of the school year.<sup>[2]</sup>

### **Guidelines**

#### **Returned Items**

The returned item will be the responsibility of the principal or his/her designee. The item will be inventoried by recording the make, model and serial number on the inventory report. The item will be returned to a parent/guardian as soon as possible.

The parent/guardian agreement report shall be signed when returning the item. Upon second and subsequent offenses, the items will be confiscated, and returned at the end of the school year.

#### Waiver

Parents/Guardians shall sign the district's agreement report acknowledging the electronic device was returned to them as soon as possible or at the end of the school year. In consideration of being advised of this policy, the parent/guardian waives and releases any and all claims for damages and theft of the electronic device they may have against the Wyoming Valley West School District.

#### Consequences For Refusal To Turn Over Electronic Device

Refusal to turn over an electronic device will result in a one (1) day out-of-school suspension for insubordination.

#### Legal

1. 24 P.S. 1317.1

2. 24 P.S. 510

18 Pa. C.S.A. 5703

Pol. 113

Pol. 122

Pol. 123

Pol. 218

Pol. 226

Pol. 233

Pol. 815



Book	Policy Manual
Section	200 Pupils
Title	Unlawful Harassment
Code	248
Status	Active
Adopted	April 12, 1989
Last Revised	December 3, 2018

### **Purpose**

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

### **Authority**

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

### **Definitions**

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:[\[3\]](#)

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

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:[\[4\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

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

### **Delegation of Responsibility**

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or Designee as the district's Compliance Officer.[5]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

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

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

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Office if the building principal is the subject of the complaint.

### **Guidelines**

#### **Complaint Procedure – Student/Third Party**

##### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.



The complainant or reporting employee is encouraged to submit a written complaint, but oral complaints shall be acceptable.

### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

#### Legal

1. 43 P.S. 951 et seq

2. 20 U.S.C. 1681 et seq

3. 29 CFR 1606.8

4. 29 CFR 1604.11

5. Pol. 103

24 P.S. 1301

24 P.S. 1310

24 P.S. 1601-C et seq

22 PA Code 4.4

22 PA Code 12.1

22 PA Code 12.4

22 PA Code 15.1 et seq

18 Pa. C.S.A. 2709

24 P.S. 5004

U.S. Const. Amend. XIV, Equal Protection Clause

20 U.S.C. 1232g

34 CFR Part 99

42 U.S.C. 1981 et seq

42 U.S.C. 2000d et seq

28 CFR Part 35

28 CFR Part 41

34 CFR Part 100

34 CFR Part 104

34 CFR Part 106

34 CFR Part 110

Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)

Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Office for Civil Rights - Resources for Addressing Racial Harassment

Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School

Employees, Other Students or Third Parties Title IX (January 2001)

Pol. 103.1

Pol. 113

Pol. 122

Pol. 123

Pol. 138

Pol. 216

Pol. 218

Pol. 247

Pol. 249

Pol. 701

Pol. 806

Pol. 815



Book	Policy Manual
Section	200 Pupils
Title	Use of Medications
Code	210
Status	Active
Adopted	November 13, 1985
Last Revised	April 13, 2011

### **Purpose**

Medication required by students shall be given by parents/guardians whenever possible. Medication prescribed three (3) times a day shall be given at home unless indicated by a physician. Morning medication is the responsibility of the parents/guardians.

The self-administration of medication by students during school hours shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it. It is preferred that times of medication be adjusted so that only one (1) dose is administered in school during lunch.

Initial dose of medication is not to be self-administered in school.

### **Delegation of Responsibility**

It shall be the responsibility of both the parent/guardian and the student to inform the school nurse of any medication, inhaler or medical equipment brought to or used in school. At no time are students permitted to transport medication to or from school on any level. If a student is to receive medication during school hours, the medication must be delivered to the school by the parent/guardian. Prescription medication must be in the original container. This policy includes over the counter items such as Tylenol, Motrin, etc.

### **Guidelines**

Medication is to be accompanied by a physician's written statement which shall include a diagnosis, type of medication, dosage, duration, instructions for administering and possible side effects, along with written parental consent with the school nurse. Such prescribed medication shall include patented drug, over-the-counter medicine, vitamins, herbal medicines, and cough drops. This document will be kept on file with the school nurse. Medication is to be received by the school in packaging according to current pharmacy standards. No narcotic pain relievers will be administered at any time. Any medication(s) that does not follow the above guidelines will not be administered. In addition, each student must provide the school nurse with a medication administration consent form.<sup>[1][2]</sup>

Daily prescribed medications will not be administered on days with two (2) and three (3) hour delays.

The parent/guardian shall be responsible for supplying the medication and the "Request for Administration of Medication" form to the school. The "Request for Administration of Medication" form includes the physician's statements and the parent's/guardian's authorization. These statements will release school personnel from liability should reactions result from medication.

The parent/guardian of a child with a known severe allergic reaction to stinging insects or other allergies requiring medication must notify the school district and complete a "Request for Administration of Medication" form. Parents/Guardians should supply their child's medication and maintain current shelf life.

Students are not permitted to carry epi-pens or inhalers in school unless absolutely necessary and with knowledge of the school nurse. Physician's order must state that the child will carry the medication.

Under no circumstances should school personnel provide any medication to students including cough drops.

At the end of the school year, it is the responsibility of the parent/guardian to pick up any leftover medication; otherwise it will be disposed of.

If you have any questions concerning the above policy, please contact the school nurse or building principal.

NOTE: The ultimate responsibility for administration of medication belongs to the parent/guardian. As such, the parent/guardian is responsible to ensure that the school nurse has the correct medication to the pharmacy-dispensed container, the correct dosage, and the correct documentation on file.

#### Legal

1. 24 P.S. 510

2. 22 PA Code 12.41

24 P.S. 1401

24 P.S. 1402

24 P.S. 1409

24 P.S. 1414.1

22 PA Code 12.3

Pol. 103.1

Pol. 113.1

Pol. 216

Pol. 218

Pol. 227



## **STUDENTS TAKING MEDICATION DURING THE SCHOOL DAY**

Wyoming Valley West School District recognizes that it is more desirable for a student to receive medication at home. However, students who are required to take medication during school hours must comply with Wyoming Valley West's policies regarding medication administration. Medication to be taken during school hours must be prescribed by a medical professional licensed by the state of PA to do so. Such prescribed medication shall include patented drugs (prescription medication), over-the-counter medicine, vitamins, herbal medicines, and cough drops.

The Wyoming Valley West School District will not be responsible for the diagnosis or treatment of any student's illness.

Due to the legal liability of administering medication to students during the school day, the following policy will be in effect.

1. The parent/guardian or designee must meet with the school nurse or principal (if the nurse is not available) to obtain the Wyoming Valley West School District medication form(s). This form must be completed and signed by the prescribing doctor and the parent/guardian for each medication to be administered during school hours.
2. The parent/guardian or designee must transport a weekly supply of a medication in the pharmacy-dispensed container for the student to the school. The medication must be labeled with the student's name, name of medication, dosage to be given and time to be given. An improperly labeled container of medication will not be given because the risk of liability is great. Parental consent MUST accompany a doctor's order. At no time are students permitted to transport medication to or from school. If a student is to receive medication during school hours, the medication must be delivered to the school by the parent/guardian. Prescription medication must be in the original container. This policy includes over-the-counter items such as Tylenol, Motrin, etc.
3. If a nurse is not present, the parent/guardian or other person authorized by the parent/guardian should administer the medication.
4. In special cases not meeting with the conditions above, a meeting must be held with the principal, the nurse, teacher and the parent(s)/guardian(s) to determine and meet the needs of that child.

NOTE: The ultimate responsibility for administration of medication belongs to the parent/guardian. The parent/guardian is responsible to ensure that the school nurse has the correct medication in the pharmacy-dispensed container, the correct dosage, and the correct documentation on file.

Book	Policy Manual
Section	700 Property
Title	Metal/Weapon Security Screening Systems/Devices
Code	719
Status	Active
Adopted	October 10, 2018

### **Purpose**

Wyoming Valley West School District is committed to maintain safe, orderly schools, to promote health and safety within the school setting and to provide a school environment conducive to education. This policy is applicable before, during and after-school hours.

### **Authority**

In Pennsylvania, it is a criminal offense to possess any weapon in a school building, on school grounds or on a school bus. It is a misdemeanor of the first degree to possess any weapon in a school, at a school program or on a school bus. In addition, school boards have the authority to establish rules and regulations regarding the conduct and deportment of students attending public school.

Wyoming Valley West School District has the authority to create reasonable rules and regulations to maintain a safe climate. Therefore, the Board of School Directors may authorize the use of scanning devices when appropriate for the purpose of reducing and discouraging the presence of weapons in our schools.

### **Definitions**

**Contraband** – weapons, illegal drugs, electronic devices and any other item that students are banned from possessing by an applicable state or federal law, city ordinance, Board policy or administrative guidelines, or an individual school's written rule.

**Weapon** – shall have the same meaning as that term is defined in law and shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

**Metal Detector** – any handheld or walk-through detecting device.

**Metal Detector Activation** – occurs when a walk-through or handheld metal detecting device responds by alarm or other signal.

**Metal Detector Screening** – the use of metal detectors, walk-through units or handheld wand-style units, on the students entering a school facility or their belongings on a given date.

**Protocol** - Everyone may be subject to metal detection and that causing the machine to alarm will result in a progressive search until the reason is discovered. The Wyoming Valley West School



District will not be responsible for any items damaged or lost in the Metal/weapon Detection System/Security Screening or bag checking process.

**Random Screenings** – a predetermined number will be selected prior to the beginning of the screening process. For example, if the number five (5) is chosen, every fifth student will be screened. Random screenings do not preclude taking action on a particular student, class or category of individuals should their actions give rise to reasonable suspicion. Random screenings must ensure that no discrimination enters into the selection of the individuals to be screened (i.e., gender, religion, race, etc.).

Random metal detector screenings are an effective and necessary means of detecting and deterring the possession of weapons and preventing its consequences, principally, student violence, from occurring on school premises.

Random screenings are screenings that are not conducted on a regularly scheduled basis, and are not necessitated by particularized safety concerns or special events. The Superintendent or designee, the building administrator or school security may authorize metal detector screenings on randomly chosen days during a specified period of the day, using school personnel and if available, the school security officer assigned to the school, and/or roving units to operate the metal detectors available to their school (any combination of walk-through units and/or handheld wands) or using a task force comprised of school personnel or safety and security personnel.

**As-needed Screenings** – The Superintendent or designee, the security director or the building administrator may authorize metal detector screenings on days chosen to address particular safety concerns such as recent violence in the neighborhood or on days on which special events such as athletic competitions or dignitary visits are held, using school personnel and if available, a school security officer assigned to the school, to operate the metal detectors available to their school (any combination of walk-through units and/or handheld wands) or using a task force comprised of school personnel and/or safety and security personnel.

**Daily Screenings** – the Superintendent or designee, the security director or the building administrator may authorize daily metal detector screenings using school personnel and if available, a school security officer assigned to the school, to operate the metal detectors available to their school (any combination of walk-through units and/or handheld wands) when the Superintendent or designee, the building administrator or security officer determines that the school requires such daily screenings.

**Screening Process** – as the student enters the school building, he/she shall be required to place all book bags, handbags and other hand-carried items on a table for visual screening and search. Students will empty their pockets and place items contained therein on a tray or in a basket. A metal scanner will be passed over the outside of their person and clothing.

**Total Screening** – each student will be screened for metal objects as they enter the school building.

**Traffic Flow** – all screening arrangements essentially deal with three (3) streams of traffic.

1. **Clean Flow** – those who pass through screening and no metal object or contraband is detected and hand-carried items pass visual screening and search.



2. **Explainable Alarm** – those who set off the alarm of metal detector but student can explain and/or demonstrate the cause of the alarm.
3. **Unexplainable Alarm** – those who set off an alarm when passing through the detector and are unable to explain satisfactorily the cause of the alarm.

### Types of Searches

In order to maintain a safe learning environment, school administrators will exercise the right to conduct searches of individuals or persons and/or belongings. School officials may conduct a search of the individual or person and may inspect the contents of any backpack, book bag, purse or parcel that activates the metal detector for the limited purpose of determining whether a weapon is concealed.

### Guidelines

This policy sets forth certain guidelines for the use of metal detectors. Metal detectors may be of the stationary, walk-through, hand-held type and/or other type of metal detection device.

Metal Detector Search signs will be posted at the building entrances, in designated areas throughout District schools notifying students and visitors that they are subject to unannounced electronic screenings for weapons.

Although parents/guardians are advised in the Parent-Student Handbook of the possibility that their child may be searched, schools must send written communication to parents/guardians at the opening of the school year. This communication is to be provided for all students enrolling after the school year has begun.

Metal/Weapon Detection System/Security Screening Device searches may be conducted at the District's discretion during, before or after-school events such as school dances, the Prom, or any athletic event.

### Random Use

Metal detectors may be used at random at times to be determined by a school administrator.

The administration is authorized to conduct a search through the use of metal detectors in circumstances including but not limited to:

1. When it has reasonable suspicion that weapons are in the possession of unidentified students.
2. When weapons have been found on District property, on school buses or vehicles transporting District students or at school functions.
3. When violence involving weapons is occurring or has occurred on District property.
4. In the event of a bomb threat or other emergency.



### Avoidance of Detection Process

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

### Refusal of Detection Process

In the event an individual or person refuses to cooperate with scanning procedures, appropriate disciplinary action will be taken, including but not limited to the involvement of law enforcement authorities. A person's failure or refusal to permit a metal detector check as provided for in this policy will be considered grounds for disciplinary action, including possible expulsion.

### Selective Use of Detector

Random use of a metal detector pursuant to this policy shall not be considered a search governed by other policies of this Board relating to search of students and other persons.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized object or weapon he/she may conduct a search of a person and personal effects.

### After-Detector Alerts

In the event a detector indicates that dense metal is present on or about the individual or person, the employee shall, if safely feasible, request the individual to indicate what metal is causing the alarm and to remove such objects for inspection. If the person then clears the detection process without activating the alarm, the detection process shall terminate.

If deemed necessary for the safety of students and staff, administration may request the presence and support from law enforcement and/or trained security officers.

### People with Disabilities

Staff will be instructed to insure that people with disabilities will be thoroughly screened while being sensitive to each person's condition. Service animals will be visually inspected.

### **DISCLAIMER**

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

Book	Policy Manual
Section	900 Community
Title	School Visitors
Code	907
Status	Active
Adopted	November 13, 1985
Last Revised	April 12, 2017

### **Authority**

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.

### **Delegation of Responsibility**

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

### **Guidelines**

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they will receive a pass.

Visitors may be required to provide identification credentials upon entering school property.

Visitors may be required to turn off their cell phones upon entering the school to maintain an appropriate educational environment.

All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's pass.

No visitor may confer with a student in school without the approval of the principal.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.



Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, consistent with Board policies, school rules and federal and state law and regulations.

### Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.[\[1\]](#)[\[2\]](#)

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

### Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[3\]](#)[\[4\]](#)

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

### Legal

1. 22 PA Code 14.108

2. 24 P.S. 510

3. 24 P.S. 2402 (Military Uniform)

4. Pol. 250

Book	Policy Manual
Section	200 Pupils
Title	Social Probation
Code	251
Status	Active
Adopted	August 13, 2014

### **Philosophy**

The Wyoming Valley West School District maintains a policy that links consistently poor attendance and tardiness with the loss of the privilege to participate in extra-curricular activities. This includes, but is not limited to participation in District-sponsored athletic events, performances, clubs, field trips, class trips, semi-formal, prom or graduation ceremonies.

The Board of Education requires that school aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the Commonwealth. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

### **Policy**

Each marking period consists of a nine (9) week period of time. If a student is absent from school for five (5) days within a marking period, without a written excuse, he/she will be considered unlawful. As a result, the student will be placed on "Social Probation" during the marking period in which the five (5) unlawful absences occurred and the subsequent marking period. The student will be ineligible to participate in all extra-curricular activities as described in the philosophy section of this policy.

This policy will be implemented for all four marking periods. Any underclassman found in violation of the policy during the final marking period shall be subject to the consequences of the policy during the first marking period of the following school year.



## *Notice of Special Education Services*

All of the public schools of Luzerne Intermediate Unit 18 (LIU), 368 Tioga Ave., Kingston, Pennsylvania provides special education and related service to resident children with disabilities who are ages three through twenty-one. The purpose of this notice is to describe (1) the types of disabilities that might qualify the child for such programs and services, (2) the special education programs and related services that are available, (3) the process by which the public schools screen and evaluate such students to determine eligibility, and (4) the special rights that pertain to such children and their parents or legal guardians. The notice of Special Education Services is prepared annually by the Director of Special Education at the Luzerne Intermediate Unit and is reported each October on behalf of the member school districts. It is meant to inform the public as to the purpose and rights of special needs children and families.

### **What types of disability might qualify a child for special education and related services?**

Under the federal Individuals with Disabilities Education Act, or "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, need such services: (1) intellectual disabilities (formerly mental retardation); (2) hearing impairments, including deafness; (3) speech or language impairments; (4) visual impairments, including blindness; (5) serious emotional disturbance; (6) orthopedic impairments, or physical disabilities; (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, or neurological impairment; (9) other health impairment; (10) specific learning disabilities. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Children with more than one of the foregoing disabilities could qualify for special education and related services as having multiple disabilities. For infants, birth through three with special needs, contact the Luzerne County Mental Health / Mental Retardation Agency.

The legal definitions of these disabilities, which the public schools are required to apply under the IDEA, may differ from those used in medical or clinical practice. The legal definitions, moreover, could apply to children with disabilities that have very different medical or clinical disorders. A child with attention deficit hyperactivity disorder, for example, could qualify for special education and related services as a child with "other health impairments," "serious emotional disturbance," or "specific learning disabilities" if the child meets the eligibility criteria under one or more of these disability categories and if the child needs special education and related services as a result.

Under Section 504 of the federal Rehabilitation Act of 1973, and under the federal Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria outlined above might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program.

### **What programs and services are available for children with disabilities?**

Public schools must ensure that children with disabilities are educated to the maximum extent appropriate in the regular education environment, and that the instruction they receive conforms as much as possible to the instruction that non-disabled students receive. This practice is commonly referred to as Least Restrictive Environment (LRE). Programs and services available to students with disabilities, in descending order of preference, are (1) regular class placement with supplementary aides and services provided as needed in that environment; (2) regular class placement for most of the school day with itinerant service by a special education teacher either in or out of the regular classroom; (3) regular class placement for most of the school day with instruction provided by a special education teacher in a resource classroom; (4) part time special education class placement in a regular public school or alternative setting; and (5) special education class placement or special education services provided outside the regular class for most or all of the school day, either in a regular public school or alternative setting.

Depending on the nature and severity of the disability, the public school can provide special education programs and services in (1) the public school the child would attend if not disabled, (2) an alternative regular public school either in or outside the school district of residence, (3) a special education center operated by a public school entity, (4) an approved private school or other private facility licensed to serve children with disabilities, (5) a residential school, (6) approved out-of-state program, or (7) the home.

Special education services are provided according to the primary educational needs of the child, not the category of disability. The types of service available are (1) learning support, for students who primarily need assistance with the acquisition of academic skills; (2) life skills support, for students who primarily need assistance with development of skills for independent living; (3) emotional support, for students who primarily need assistance with social or emotional development; (4) deaf or hearing impaired support, for students who primarily need assistance with deafness; (5) blind



or visually impaired support, for students who primarily need assistance with blindness; (6) physical support, for students who primarily require physical

assistance in the learning environment; (7) autistic support, for students who primarily need assistance in the areas affected by autism spectrum disorders; and (8) multiple disabilities support, for student who primarily need assistance in multiple areas affected by their disabilities.

Related services are designed to enable the child to participate in or access his or her program of special education. Examples of related services are speech and language therapy, occupational therapy, physical therapy, nursing services, audiologist services, counseling including social work, and family training.

Within the Luzerne Intermediate Unit, children of preschool age are served by the Hazleton Area School District in a variety of home and school-based settings that take into account the chronological and developmental age and primary needs of the child. As with school age programs, preschool programs must ensure that to the maximum extent appropriate, children with disabilities are educated with non-disabled peers.

The public school, in conjunction with the parents, determines the type and intensity of special education and related services that a particular child needs based exclusively on the unique program of special education and related services that the school develops for that child. The child's program is described in writing in an individualized education program, or "IEP," which is developed by an IEP team consisting of educators, parents, and other persons with special expertise or familiarity the child. The parents of the child have the right to be notified of and to participate in all meetings of their child's IEP team. The IEP is revised as often as circumstances warrant but at least annually. The law requires that the program and placement of the child, as described in the IEP, be reasonably calculated to ensure meaningful educational progress to the student at all times. IEPs contain, at a minimum, a statement of present levels of educational and functional performance, an enumeration of annual goals and, for some children, short-term objectives or benchmarks, and a statement of the special education, program modifications, and related services that the child needs to make meaningful educational progress. Transition planning begins at age fourteen. For children aged sixteen and older, the IEP must also include a transition plan to assist in the attainment of post-secondary objectives. The public school must invite the child to the IEP team meeting at which the transition plan is developed.

**How do the public schools screen and evaluate children to determine eligibility for special education and related services?**

#### ***Multidisciplinary team evaluation***

The public schools must conduct a multidisciplinary team evaluation of every child who is thought to have a disability. The multidisciplinary team is a group of professionals who are trained in and experienced with the testing, assessment, and observation of children to determine whether they have disabilities and, if so, to identify their primary educational strengths and needs. Parents are members of the multidisciplinary team. Public schools must reevaluate school-age students receiving special education services every three years and must reevaluate children with mental retardation and pre-school-age children receiving special education services every two years.

Parents may request a multidisciplinary team evaluation of their children at any time. They must do so in writing or in some cases an oral request can be made but must be followed up by permission to evaluate from the parent. Every public school within the Luzerne Intermediate Unit has a procedure in place by which parents can request an evaluation. For information about the procedures that apply in your public school, contact the public elementary, middle, or high school to which children in your area are assigned. Telephone numbers and addresses for these schools can be found in the blue pages section of the telephone book under the heading "Schools." Parents of preschool age children, age three through five, residing within the Luzerne Intermediate Unit may request an evaluation in writing by addressing a letter as follows: Hazleton Area School District, Early Intervention Services, 1515 West 23rd Street, Hazleton, PA 18202. The telephone number for the Early Intervention Program is (570) 459-8118.

Parents of children in private schools residing within the Luzerne Intermediate Unit may request a multidisciplinary team evaluation of their children from the public school district that they reside without enrolling in the public schools. While some services might be available to some private school children found eligible by public school multidisciplinary teams, the public schools are not required to provide all or any of the special education and related services that children enrolled in the public schools would receive. If, after an evaluation, the multidisciplinary team determines that the child is eligible for special education and related services, the public school must offer the parents a Free Appropriate Public Education (FAPE) and an IEP for a public school-sponsored placement. If parents wish to take advantage of such an offer, they might have to enroll or re-enroll their child in the public schools in order to receive services and/or dually enroll in both public and non-public setting. Some public schools may offer FAPE through a third party (LIU) in the non-public school. The Luzerne Intermediate Unit through IDEA acts as the Local Education Agent (LEA) for non-public schools under equitable participation (EP). Equitable Participation services are determined annually by the non-public schools within the LIU. EP services are based on funding of student's in non-public schools who have known disabilities through



appropriate evaluation and are not receiving FAPE through their local public schools. This identification process is called Child Find. Child find is the responsibility of the public schools. The LIU reports the data of child find for the public schools to PDE for IDEA data purposes.

Before the public school can proceed with any evaluation, it must notify the parents in writing of the specific types of testing and assessment it proposes to conduct, of the date and time of the evaluation, and of the parents' rights. The evaluation cannot begin until the parent has signed the written notice indicating that he or she consents to the proposed testing and assessments and has returned the notice to the public school.

### ***Screening***

Public schools undertake screening activities before referring most children for a multidisciplinary team evaluation. Screening activities consist of the following:

Ongoing analysis of the child's response to instruction and performance on State-wide and District-wide assessments.

Periodic vision and hearing assessments by the school nurse and review of the results of physical examinations by school or private physicians as Mandated by the Pennsylvania Public School Code.

Team-based baseline assessment and analysis of the child's response to individualized academic or behavioral intervention over a period of up to sixty (60) days. Such intervention-based screening occurs when requested by the child's teacher, parents, or other concerned school personnel.

For information about the dates of various screening activities in your local public school or to request screening activities for a particular child, contact the local public school directly. Telephone numbers and addresses for these schools can be found in the blue pages section of the telephone book under the heading "Schools." Parents of preschool age children, age three through five, residing within the Luzerne Intermediate Unit may obtain information about screening activities, or may request a screening of their children, by calling or writing the Hazleton Area School District, Early Intervention Services, 1515 West 23rd Street, Hazleton, PA 18202. The telephone number for the Early Intervention Program is (570) 459-8118.

Private school administrators, teachers, and parent groups, or individual parents of students in private schools, who are interested in establishing systems in those schools for locating and identifying children with disabilities who might need a multidisciplinary team evaluation may contact Ms. Elizabeth Krokos, Director of Special Education, Luzerne Intermediate Unit 18, 368 Tioga Avenue, Kingston, PA 18704, phone number 570-287-9681. Non-public school administrators are in-serviced yearly at the EP meeting as to the procedures for identification and responsibilities of the non-public, public school district and the LIU for parent privately placed children in non-public schools.

What special rights and protections do children with disabilities and their parents have?

State and federal law affords many rights and protections to children with disabilities and their parents. A summary of those rights and protections follows. Interested persons may obtain a complete written summary of the rights and protections afforded by the law, together with information about free or low cost legal services and advice, by contacting the special education or student services department of the school district in which they reside at the address and telephone number listed at the end of this notice, or through the principal of the local public school at the address and telephone number listed in the blue pages section of the telephone book under the heading "Schools." For pre-school identified students residing within the Luzerne Intermediate Unit a written summary is also available through the Hazleton Area School District, Early Intervention Services, 1515 West 23rd Street, Hazleton, PA 18202. The telephone number for the Early Intervention Program is (570) 459-8118.

### ***Rights and Protections***

**Prior Written Notice.** The public school must notify you in writing whenever it proposes to initiate or to change the identification, evaluation, educational program, or placement of a child or whenever it refuses to initiate or make a change in the identification, evaluation, educational program, or placement requested by a parent. Such notice must be accompanied by a written description of the reasons for the proposal or refusal, the options considered, if any, and the reasons why such options were rejected.

**Consent.** The public school cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. A public school may override the lack of consent for an initial evaluation by requesting the approval of an impartial hearing officer or judge following a hearing. If the parents fail to respond to a written request for permission to reevaluate, however, the public school may proceed with the proposed reevaluation without consent. A public school may not seek a hearing to override the refusal of a parent to consent to an initial placement in special education.



**Protection in Evaluation Procedures.** Evaluations to determine eligibility and current need for special education and related services must be administered in a manner that is free of racial, cultural, or linguistic bias. Evaluations cannot consist of a single test or assessment, and testing must be a valid measure of the psychological, social, emotional, or other learning characteristic or behavior that the school is using it to measure. Testing and assessment must be administered in accordance with professional standards and the criteria established by the publisher. It must be administered in the native language of the child.

**Independent Educational Evaluation.** If parents disagree with the evaluation conducted by the public school, they may request in writing an independent educational evaluation, or "IEE," at public expense. The policy of the public schools of Luzerne Intermediate Unit 18 is to refuse to pay for such evaluations if the independent evaluator is not a Pennsylvania certified or

Licensed professional, if the evaluation is not conducted in the same manner that the law requires of public school evaluations, or if the cost of the evaluation substantially exceeds the prevailing cost of similar evaluations in the region. Exceptions to these limitations will be granted only for compelling reasons. If the public school refuses to pay for the IEE, it must request an immediate special education due process hearing to defend the appropriateness of its evaluation.

### **Due Process Hearing Procedures**

The parent or local educational agency (LEA) may request a due process hearing with respect to any matter relating to the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education ("FAPE"). The party requesting the hearing must submit a "Due Process Hearing Request" form to the Office for Dispute Resolution, 6340 Flank Drive, Suite 600, Harrisburg, Pennsylvania 17112; telephone (800) 222-3353; TTY (800) 654-5984. A due process hearing will not proceed until all required information is provided and procedures followed.

**Timeline for requesting Due Process.** The parent or LEA must request a due process hearing by filing a Due Process Hearing Request within two (2) years of the date to parent or the LEA knew or should have known about the alleged action that forms the basis of the request. There are limited exceptions to this timeline. This timeline will not apply to the parent if— the parent was prevented from requesting the due process hearing due to the specific misrepresentations by the LEA that it had resolved the problem forming the basis of the hearing request, or if the LEA withheld information from the parent that the LEA was required provide.

**Filing and Service of the Due Process Hearing Request.** The party requesting the hearing must send a copy of the Due Process Hearing Request to the other party and, at the same time, to the Office for Dispute Resolution by mail addressed to the Office for Dispute Resolution, 6340 Flank Drive, Suite 600, Harrisburg, Pennsylvania 17112, or by electronic mail addressed to ODR.pattan.net, or by facsimile at (717) 657-5983.

**Contents of Due Process Hearing Request.** The Due Process Hearing Request must contain the following information:

1. The name of the child, the address where the child lives, and the name of the school the child is attending or, if the child is homeless, available contact information for the child and the name of the school the child is attending;
2. A description of the nature of the problem, including facts relating to such problem; and
3. A proposed resolution of the problem to the extent known and available to the party filing the Request.

**Challenging Sufficiency of the Due Process Hearing Request.** The Due Process Hearing Request will be considered to be sufficient unless the party receiving it notifies the Hearing Officer and the other party in writing within fifteen (15) days of receipt that the receiving party believes the Request does not meet the requirements listed above.

**Response to Request.** If the LEA has not sent a prior written notice ("NOREP") to the parent regarding the subject matter contained in the parent's Due Process Hearing Request, the LEA must send to the parent, within ten (10) days of receiving the Due Process Hearing Request, a response including the following information: an explanation of why the LEA proposed or refused to take the action raised in the Hearing Request; a description of other options the Individualized Education Program ("IEP") Team considered, if any, and the reasons why those options were rejected; a description of each evaluation procedure, assessment, record, or report the LEA used as the basis for the proposed or refused action; and a description of the factors that are relevant to the proposal or refusal. Filing this response to the parent's Due Process Hearing Request does not prevent the LEA from challenging the sufficiency of the Due Process Hearing Request. If the LEA has already sent prior notice in the form of a NOREP to the parent, or it is the parent receiving the Due Process Hearing Request then a response to the Due Process Hearing Request must be sent to the other side within ten (10) days of receipt of the request. The response should specifically address the issues raised in the Due Process Hearing Request.

**Hearing Officer Determination of Sufficiency of the Due Process Hearing Request.** Within five (5) days of receiving a party's challenge to the sufficiency of the Due Process Hearing Request, the Hearing Officer must make a determination



based solely on the information contained within the Request whether the Request meets content requirements listed above. The Hearing Officer must immediately notify both parties in writing of his or her determination.

**Subject Matter of the Hearing.** The party requesting the due process hearing is not permitted to raise issues at the due process hearing that were not raised in the Due Process Hearing Request (or Amended Due Process Hearing Request) unless the other party agrees otherwise.

**Resolution Session.** Before a due process hearing can take place, the LEA must convene a preliminary meeting with the parent and the relevant member or members of the IEP Team who have specific knowledge of the facts identified in the Due Process Hearing Request in an attempt to resolve those issues without the need to proceed to a due process hearing. This preliminary meeting must be convened within fifteen (15) days of the receipt of the Due Process Hearing Request. A representative of the LEA who has decision-making authority must be present at this meeting. The LEA may not have an attorney attend the meeting unless the parent is also accompanied by an attorney. At the meeting, the parent will discuss the Due Process Hearing Request, and the LEA will be provided the opportunity to resolve the Due Process Hearing Request unless the parent and the LEA agree, in writing, to waive this meeting, or agree to use the mediation process. If the parent and LEA resolve the issues in the Due Process Hearing Request at the preliminary meeting, they must put the agreement terms in writing, and both the parent and a representative of the LEA who has the authority to bind the LEA must sign the agreement. The agreement is a legally-binding document and may be enforced by a court. Either the parent or LEA may void the agreement within three (3) business days of the date of the agreement. After three (3) days, the agreement is binding on both parties.

**Amended Due Process Hearing Request.** Either the parent or a LEA may amend its Due Process Hearing Request only if the other party consents in writing to the amendment and is given the opportunity to resolve the issues raised in the Due Process Hearing Request through a resolution session, or the Hearing Officer grants permission for the party to amend the Due Process Hearing Request. However, the Hearing Officer may grant this permission not later than five (5) days before a due process hearing occurs.

**Timeline for Completion of Due Process Hearing.** If the LEA has not resolved the Due Process Hearing Request within thirty (30) days of receiving it, or within thirty (30) days of receiving the Amended Due Process Hearing Request the due process hearing may proceed and applicable timelines commence. The timeline for completion of due process hearings is forty-five (45) days, unless the Hearing Officer grants specific extensions of time at the request of either party.

**Disclosure of Evaluations and Recommendations.** Not less than five (5) business days prior to a due process hearing, each party must disclose to all other parties all evaluations completed by that date, and recommendations based on the offering party's evaluations that the party intends to use at the due process hearing. Failure to disclose this information may result in a Hearing Officer prohibiting the party from introducing the information at the hearing unless the other party consents to its introduction.

**Due Process Hearing Rights.** The hearing for a child with a disability or thought to have a disability must be conducted and held in the LEA at a place and time reasonably convenient to the parent and child involved. The hearing must be an oral, personal hearing and must be closed the public unless the parent requests an open hearing. If the hearing is open, the decision issued in the case, and only the decision, will be available to the public. If the hearing is closed, the decision will be treated as a record of the child and may not be available to the public. The decision of the Hearing Officer must include findings of fact, discussion, and conclusions of law. Although technical rules of evidence will not be followed, the decision must be based upon substantial evidence presented at the hearing. A written or, at the option of the parent, electronic verbatim record of the hearing will be provided to the parent at no cost. Parents may be represented by legal counsel and accompanied and advised by individuals with special knowledge or training with respect to the problems of children with disabilities. Parents or parent representatives must be given access to educational records, including any tests or reports upon which the proposed action is based. A party has the right to compel the attendance of and question witnesses who may have evidence upon which the proposed action might be based. A party has the right to present evidence and confront and cross-examine witnesses. A party has the right to present evidence and testimony, including expert medical, psychological, or educational testimony.

**Decision of Hearing Officer.** A decision made by a Hearing Officer must be made on substantive grounds, based upon a determination of whether the child received a FAPE. In disputes alleging procedural violations, a Hearing Officer may award remedies only if the procedural inadequacies impeded the child's right to a FAPE; significantly impeded the parents opportunity to participate in the decision-making process regarding the provision of a FAPE to the child; or caused a deprivation of educational benefits. A Hearing Officer may still order a LEA to comply with procedural requirements even if the Hearing Officer determines that the child received a FAPE. The parent may still file a Complaint with the Bureau of Special Education within the Pennsylvania Department of Education regarding procedural violations.

The Due Process Hearing will service as the local and state level hearing; appeals may be made to the court of competent jurisdiction.



**Civil Action.** A party that disagrees with the findings and decision of the Hearing Officer (in the case of Section 504/Chapter 15 cases and early intervention cases) has the right to file an appeal in state or federal court. The party filing an appeal is encouraged to seek legal counsel to determine the appropriate court with which to file an appeal. A party filing an appeal to state or federal court has ninety (90) days from the date of the decision to do so.

**Attorney's Fees.** A court, in its discretion, may award reasonable attorney's fees to the parent of a child who is a prevailing party or to a State Educational Agency or LEA against the attorney of the parent who files a Due Process Hearing Request or subsequent cause of action that is frivolous, unreasonable, or without foundation, or against the attorney of the parent who continued to litigate after the litigation clearly became frivolous, unreasonable or without foundation; or to a prevailing State Educational Agency or LEA against the attorney of the parent, or against the parent, if the parent's Due Process Hearing Request or subsequent cause of action was presented for any improper purpose, such as to harass, to cause unnecessary delay, or to needlessly increase the cost of litigation. Fees awarded will be based on rates prevailing in the community in which the action or proceeding arose for the kind and quantity of attorney services furnished.

The federal law imposes certain requirements upon the parent and LEA and in some circumstances may limit attorney fee awards. Parents should consult with their legal counsel regarding these matters. The following rules apply: Attorney's fees may not be awarded and related costs may not be reimbursed in any action or proceeding for services performed subsequent to the time of a written offer of settlement to the parent if the offer is made within the time prescribed by Rule 68 of the Federal Rules of Civil Procedures, or, in the case of an administrative hearing, at any time more than ten (10) days before the proceeding begins; the offer is not accepted within ten (10) days; and the court finds that the relief finally obtained by the parent is not more favorable to the parent than the offer of settlement. Attorney's fees may not be awarded for time spent attending any meeting of the IEP team unless the meeting is convened as a result of an administrative proceeding or judicial action. A due process resolution session is not considered to be a meeting convened as a result of an administrative hearing or judicial action, nor an administrative hearing or judicial action for purposes of reimbursing attorney's fees. The Court may reduce the amount of any attorney's fee award when: (a) the parent, or the parent's attorney, during the course of the action or proceeding unreasonably protracted the final resolution of the controversy; (b) the amount of the attorney's fees otherwise authorized to be awarded unreasonably exceeds the hourly rate prevailing in the community for similar services by attorneys of reasonably comparable skill, reputation, and experience; (c) the time spent and legal services furnished were excessive considering the nature of the action or proceeding; or (d) the attorney representing the parent did not provide to LEA the appropriate information in the Due Process Hearing Request. These reductions do not apply in any action or proceeding if the court finds that the State or LEA unreasonably protracted the final resolution of the action or proceeding.

**Child's Status during Administrative Proceedings.** Except for discipline cases, which have specific rules, while the due process case, the child must remain (pendency) in his or her present educational placement unless the parent and LEA or State agree otherwise. If the due process hearing involves an application for initial admission to public school, the child, with parental consent, must be placed in the public school program until completion of all the proceedings, unless the parent and LEA agree otherwise.

**Private School Tuition Reimbursement.** In some cases, parents of children who were identified by the public school as eligible for special education and related services and who received such services can recover in a due process hearing or from a court an award of private school tuition reimbursement. Parents can also receive such awards if their child was in need of special education and related services but were not offered such services in a timely manner. To obtain an award of tuition reimbursement, parents must notify their public school of their intent to enroll their child in a private school either verbally at the last IEP team meeting prior to withdrawing their child or in writing received by the public school at least ten days prior to the date on which the child is withdrawn from public school. Parents can obtain tuition only when they can prove at a special education due process hearing that (1) the public school failed to offer an appropriate program or placement to the child, (2) the parents therefore placed their child in a private school, and (3) the private school placement was proper. Tuition reimbursement awards can be denied or reduced if the parent's behavior was improper or if the parents delay unreasonably in asserting a claim against the public school in a due process hearing. Such awards can also be denied or reduced if the parents fail to do one of the following: (1) notify the public school of their intent to place the child in a private school at the last IEP team meeting prior to the planned placement or (2) notify the public school in writing of their intent to place the student in a private school at least ten days before withdrawing the student for that purpose.

**Mediation.** Parties may agree to submit their dispute to the mediation process by requesting mediation from the Office for Dispute Resolution. Mediation may be requested in place of or in addition to a due process hearing. If a hearing is also requested, mediation cannot delay the scheduling of the due process hearing, unless the Hearing Officer grants a continuance for that purpose at the request of a party. An impartial, trained mediator facilitates the mediation process, which is scheduled at a time and location convenient to the parties. The parties are not permitted to have attorneys participate in the process. Any resolution reached through mediation must be reduced to writing, which will be binding on the parties.



**Rights under Section 504 of the Rehabilitation Act of 1973.** As noted above, some students with disabilities who are not in need of special education and related services are nevertheless entitled to adaptations and accommodations in their school program or in the physical environment of school buildings, grounds, vehicles, and equipment, when such adaptations or accommodations are required to enable the student to access and participate meaningfully in educational programming and extracurricular activities. Parents are entitled to a written description of the adaptations and accommodations that the public school is willing to offer. This written description is called a "service agreement" or "accommodation plan." The rights and protections described above under the headings "Notice," "Consent," "Protection in Evaluation Procedures," and "Maintenance of Placement" apply to students receiving adaptations and accommodations under Section 504. Parents who have complaints concerning the evaluation, program, placement, or provision of services to a student may request either an informal conference with the public school or a due process hearing. The hearing must be held before an impartial hearing officer at a time and location convenient to the parents. Parents have the right to request a free written or electronic transcript or recording of the proceedings, to present evidence and witnesses disclosed to the public school, to confront evidence and testimony presented by the public school, to review their child's complete educational record on request before the hearing, to receive a written decision from the hearing officer, and to be represented by counsel or an advocate of their choice. An appeal may be taken from the decision of the hearing officer to a court of competent jurisdiction.

**Compliance Complaints.** In addition to the above hearing rights, parents and others with complaints concerning the education of a child with disabilities or violations of rights guaranteed by either the IDEA or Section 504 may file complaints with the Pennsylvania Department of Education, which must investigate such complaints and issue written findings and conclusions. Information concerning such complaints can be obtained at the following address:

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance Monitoring and Planning  
333 Market Street, 7th Floor  
Harrisburg, PA 17126-0333  
(800) 879-2301

### **Student Records**

The public schools of Luzerne Intermediate Unit 18 maintain records concerning all children enrolled in public school, including students with disabilities. Records containing personally identifiable information about or related to children with disabilities could include, but are not limited to, cumulative grade reports, discipline records, enrollment and attendance records, health records, individualized education programs, notices of recommended assignment, notices of intent to evaluate and reevaluate, comprehensive evaluation reports, other evaluation reports by public school staff and by outside evaluators, work samples, test data, data entered into the Penn Data system, PIMS, correspondence between school staff and home, instructional support team documents, referral data, memoranda, and other education-related documents. Records can be maintained on paper, on microfiche, on audio or videotape, and electronically. Records can be located in the central administrative offices of the public school, the school building or building at which the student attended or attends school, private schools and facilities at which the public school has placed the child for educational purposes, central storage facilities and electronic storage systems, and in the secure possession of teachers, building administrators, specialists, psychologists, counselors, and other school staff with a legitimate educational interest in the information contained therein. All records are maintained in the strictest confidentiality and adhere to the Family Educational Rights and Privacy Act (FERPA) regulations.

Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child. When educational records, other than those which must be maintained, are no longer educationally relevant, the public school must so notify the parents in writing and *may* destroy the records or, at the request of the parents, *must* destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parents so request in writing.

**Parent consent.** Parent consent is required in writing prior to the release of any personally identifiable information concerning a child with disabilities. Parent consent is not required, however, prior to the release of information (1) to a hearing officer in a special education due process hearing; (2) to public school staff and contractors with a legitimate educational interest in the information; (3) to officials or staff of other schools and school systems at which the student is enrolled or intends to enroll; (4) to federal or state education officials and agencies and to the Comptroller of the United



States; (5) to accrediting organizations to carry out their accrediting functions; (6) to comply with a lawful subpoena or judicial order; (7) in conjunction with a health or safety emergency to the extent necessary to protect the health and safety of the child or others; or (8) that the public schools have designated as "directory information." Disclosure without consent of the parent is subject to certain conditions more fully described in the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C § 1332g, and its implementing regulation, 34 C.F.R. Part 99.

**Parent access.** Upon submitting a request to do so in writing, parents have the right to access the educational records of their child within forty five days or before any due process hearing or IEP team meeting, whichever is sooner. Access entitles the parent to the following: (1) an explanation and interpretation of the records by public school personnel; (2) copies of the records if providing copies is the only means by which the parent can effectively exercise his or her right of inspection and review; and (3) inspection and review of the records by a representative of the parent's choosing upon presentation to the records custodian of a written authorization from the parent. The public school can charge a fee not to exceed its actual costs for copying records.

**"Directory information."** Public school entities designate certain kinds of information as "directory information." The public schools of Luzerne Intermediate Unit 18 typically designate the following as "directory information": (1) the name, address, telephone number, and photographs of the child; (2) the date and place of birth of the child; (3) participation in school clubs and extracurricular activities; (4) weight and height of members of athletic teams; (5) dates of attendance; (6) diplomas and awards received; (7) the most recent previous institution or school attended by the child; and (8) names of parents, siblings, and other family members. The District will provide this information to any interested person, including armed forces recruiters who request it, without seeking consent from the parents of the student or the student. Parents who do not want the District to disclose such information *must so notify the District in writing on or before the first day of the school term*. Written notice must identify the specific types of directory information that the parent does not want the District to disclose without consent. If the parent fails to notify the District in writing by the first day of the school term, the District may release directory information upon request and without consent.

**Disclosure of records containing personally identifiable information to other schools and institutions.** Public school entities disclose personally identifiable information concerning students to educational agencies or institutions at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records.

**Access to records by school officials with a "legitimate educational interest."** School officials with a legitimate educational interest in the personally-identifiable information contained in education records can have access to personally identifiable information without parent or student consent. Each school entity designates in its education records policy those persons who have a "legitimate educational interest" that would allow such access to education records. Such persons typically include teachers of the child, building administrators, guidance counselors to whom the child is assigned, members of instructional support and multidisciplinary teams in the course of screening and evaluation activities, records custodians and clerks, public school administrators with responsibility for programs in which the student is enrolled or intends to be enrolled, school board members sitting in executive session in consideration of matters concerning the child upon which only the school board can act, program specialists and instructional aides working with the child, therapeutic staff working with the child, and substitutes for any of the foregoing persons

**Amendment of education records.** After reviewing records, a parent or a student who has attained the age of 18 can request that records be amended. The school will make the requested changes or reject the request within forty-five days of the receipt of the request in writing. If the school rejects the request, the parent or student may request an informal hearing. The hearing can be held before any public school official who does not have a direct interest in its outcome. If the parents are dissatisfied with the outcome of the informal hearing, they may submit to the public school a statement outlining their disagreement with the record. The school thereafter must attach a copy of that statement to all copies of the record disclosed to third parties.

**Complaints to the United States Department of Education.** Complaints concerning alleged failure of a public school entity to comply with the requirements of the Family Educational Rights and Privacy Act may be addressed to the United States Department of Education as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the public school nearest you. The number and addresses of all public schools in Luzerne Intermediate Unit 18 are located in the blue pages of the



telephone book under the heading "Schools." Information can also be obtained, and screenings and evaluations requested, by contacting the offices of special education or student services in each of the various school districts or, for preschool children, at Luzerne Intermediate Unit of Hazleton Area School District.

**Notice of Services for Gifted Students** While "gifted" is not one of the "disabilities" required under the Federal IDEA legislation, the State Board of Education's regulations as set forth in 22 Pa. Code Chapter 16 – Special Education for Gifted Students, provides recognition that gifted students are considered to be "children with exceptionalities" under the Public School Code of 1949 and are in need of special designed instruction.

A district shall conduct public awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools.

#### ***Students Who are Mentally Gifted***

All Luzerne Intermediate Unit entities, except charter schools, also offer special education services, in the form of acceleration or enrichment, for students who are identified by a gifted multidisciplinary team (GMDT) as "mentally gifted". A child is considered mentally gifted when his or her cognitive ability or other factors, as determined by a multidisciplinary team evaluation, indicate that he or she has outstanding intellectual ability the development of which requires special programs and services not ordinarily available in the general education program. The school entity engages in screening activities during regular classroom instruction and uses the data thus generated to determine whether a GMDT evaluation is warranted. In addition, parents may request gifted screening or a GMDT evaluation at any time. Parents are part of the GMDT and, if their child is determined to be mentally gifted, are part of the development and annual review and revision of their child's gifted individualized education program (GIEP) as a member of the GIEP team. The GIEP describes the present levels, annual goals and measurable objectives, and specially designed instruction and related services through which the District will provide the enrichment or acceleration, or both, that is needed to develop the outstanding mental ability of the child. Parents of students who are mentally gifted have the right to request a special education due process hearing or to file a compliance complaint with the Pennsylvania Department of Education at the address listed below. Details concerning the procedures governing hearing requests can be found on the Website of the Office for Dispute Resolution at <http://www.pattan.k12.pa.us>.

A child can be identified as both a child with a disability and mentally gifted. In such cases, the rights of the child and his or her parents are governed by the rules applicable to children with disabilities and their parents, as described above.

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance Monitoring and Planning  
333 Market Street, 7<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
(800)879-2301

**Chapter 4** - The State Board of Education regulations as adopted under statutory authority in the School Code.

**Chapter 16**- Gifted education is separate from special education services.

**Dual Exceptionalities:** If a student is both gifted and eligible for special education, the procedures in Chapter 14 shall take precedence. For these students identified with dual exceptionalities, the needs established under the gifted status must be fully addressed in the procedures required in Chapter 14. (22 Pa. Code § 16.7(b))

For students who are gifted and eligible for special education, it is not necessary for school districts to conduct separate screening and evaluations, develop separate IEPs, or use separate procedural safeguards processes to provide for a student's needs as both a gifted and eligible student. (22 Pa. Code § 16.7(c))

**Education Placement** - The overall educational environment in which gifted education is provided to gifted students in all public schools of Luzerne Intermediate Unit 18. Placements and Programs may vary from school district to school district.

**GIEP** - Gifted Individualized Education Program.

**GMDT**– Gifted Multidisciplinary Team

**Gifted Education** - Specially designed instruction to meet the needs of a gifted student that is:

(i) Conducted in an instructional setting, (ii) Provided in an instructional or skill area, (iii) Provided at no cost to the parents, (iv) Provided under the authority of a school district, directly, by referral or by contract, (v) Provided by an



agency, (vi) Individualized to meet the educational needs of the student, (vii) Reasonable calculated to yield meaningful educational benefit and student progress, (viii) Provided in conformity with GIEP.

**Gifted Multidisciplinary Evaluation** - A systematic process of testing, assessment, and other evaluative processes used by a team to develop a recommendation about whether or not a student is gifted or needs gifted education.

**Gifted Student** - A student who is exceptional under section 1372 of the School Code (24 P.S. §13-1371) because the student meets the definition of "mentally gifted" in this section, and needs specially designed instruction beyond that required in Chapter 4 (relating to academic standards and assessment.) This term applies on to students who are of "school age" as defined under § 11.12 (relating to academic standards and assessment.) This term applies only to students who are of "school age" as defined under §11.12 (relating to school age.)

**Instruction setting** - A classroom or another setting in which gifted students are receiving gifted education.

**Mentally gifted** - Outstanding intellectual and creative ability the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program.

**Parents** - A natural or adoptive parent or parents, guardian or guardians, one or more persons acting as the parent or parents of a student.

**Party** - Parent or school district.

**Regular classroom** - A specific instructional grouping within the regular education environment.

**Regular education environment** - The regular classroom and other instructional settings in which students without a need for gifted education receive instruction programs and the full range of supportive services normally provided to these children.

**School Code** - The Public School Code of 1949 (24 P.S. §§1-101, 27-2702)

**School day** - A day that school is in session.

**Screening and evaluation process** - The systematic determination of whether or not a student is gifted or needs gifted education.

**Specially designed instruction** - Adaptations or modifications to the general curriculum, instruction, instructional environments, methods, materials, or a specialized curriculum for student who are gifted.

**Support services** - Services as required under § 16.33 (relating to support services) to assist a gifted student to benefit from gifted education. Examples of the term include:

- (i) Psychological services
- (ii) Parent counseling and education
- (iii) Counseling services
- (iv) Transportation to and from gifted programs to classroom in buildings operated by the school district.

This Public Notice Documentation has been submitted by the Luzerne Intermediate Unit on behalf of the LIU member school districts and Dr. Anthony Grieco, Executive Director. The documentation and preparation was completed by Ms. Elizabeth Krokos, Director of Special Education Services. Information is based on interpretation of Public Laws including "No Child Left Behind", Individuals Disabilities in Education Act", Pa. Chapter 14 Special Education Regulations, Chapter 4, Section 504, Chapter 15, and Chapter 16.

District Contacts for Information Concerning Special Education Services:

Crestwood School District.  
Mr. Joseph Rasmus, Assistant to Superintendent  
281 South Mountain Boulevard  
Mountaintop, PA 18707-1913

Dallas School District  
Ms. Dawn Keifer, Director of Special Education  
2000 Conyngham Ave.



Dallas, PA 18612-0720

Greater Nanticoke Area School District  
Susan Lipsey, Director of Special Education  
Greater Nanticoke Area High School  
425 Kosciuszko Street  
Nanticoke, PA 18634-2690

Hanover Area School District  
Dr. Steven Greenfield, Director of Special Education  
1600 Sans Souci Parkway  
Wilkes-Barre, PA 18702-2091

Hazleton Area School District  
Ms. Debbie Yanuzzi, Director of Special Education  
1515 West 23rd Street  
Hazleton, PA 18202

Lake Lehman School District  
Ms. Tina Antonello-Porteé, Director of Special Education  
P. O. Box 38  
Lehman, PA 18627-0038

Northwest Area School District  
Ms. Elizabeth Ellis, Director of District Operations  
243 Thorne Hill Rd.  
Shickshinny, PA 18655-9201

Pittston Area School District  
Ms. Amy Linnen, Director of Special Education  
5 Stout Street  
Pittston, PA 18640-3399

Tunkhannock Area School District  
Ms. Mary Hvezda, Director of Special Education  
41 Philadelphia Avenue  
Tunkhannock, PA 18607

Wilkes-Barre Area School District  
Tashara Sheperis, Special Education Coordinator  
Jamie Moska, Special Education Coordinator  
730 South Main Street  
Wilkes-Barre, PA 18711-0375

Wyoming Area School District  
Ms. Vanessa Nee, Director of Special Education  
Memorial Street  
Exeter, PA 18643-2698

Wyoming Valley West School District  
Mr. Barry Rogers, Co-Director of Special Education  
Ms. Stephanie Anuszewski, Co-Director of Special Education  
450 North Maple Ave.  
Kingston, PA 18704-3683

Bear Creek Charter School  
Ms. Bridget Deeble, Coordinator  
2000 Bear Creek Boulevard  
Wilkes-Barre, PA 18702

Detention Center in Pittston  
Pittston Area School District

Ms. Amy Linnen, Director of Special Education  
5 Stout Street  
Pittston, PA 18640-3399

Luzerne Intermediate Unit #18  
Ms. Elizabeth Krokos, Director of Special Education  
368 Tioga Ave.  
Kingston, PA 18704-0649



Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Computer Network and the Internet
Code	815
Status	Active
Adopted	October 8, 2003
Last Revised	August 21, 2019

### **Purpose**

The Wyoming Valley West School District (district) recognizes that information technology tools and network facilities are used to support learning and to enhance instruction. Information technology tools and network facilities allow people to interact with many other computers and networks. It is a general policy that all technologies are to be used in a responsible, efficient, ethical and legal manner.

The use of the Wyoming Valley West School District's information technology tools and network facilities shall be consistent with the district's mission and the curriculum adopted by the Wyoming Valley West School District.

### **Definitions**

**CIPA** - The Children's Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to offensive content over the Internet on school and library computers. CIPA requirements include the following three (3) items:

1. *Technology Protection Measure* - A technology protection measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or -- with respect to use of computers with Internet access by minors -- harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. For schools, the policy must also include monitoring the online activities of minors.
2. *Internet Safety Policy* - The Internet safety policy must address, access by minors to inappropriate matter on the Internet. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, unauthorized access including "hacking" and other unlawful activities by minors online, unauthorized disclosure, use, and dissemination of personal information regarding minors, and measures designed to restrict minors' access to harmful materials.
3. *Public Notice and Hearing* - The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing to address a proposed technology protection measure and Internet safety policy.



**Child** - The term child means an individual under the age of thirteen (13) defined in Children's Online Privacy Protection Act of 1998.

**Child pornography** - means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[1\]](#)[\[2\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable form, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adopted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct. Definition from Section 2256 of Title 18, United State Code.

**COPPA** - Children's Online Privacy Protection Act applies to the online collection of personal information by persons or entities under U.S. jurisdiction from children under thirteen (13) years of age. It details what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent or guardian, and what responsibilities an operator has to protect children's privacy and safety online including restrictions on the marketing to those under thirteen (13).

**Educational purpose** - includes use of the information technology tools, network facilities, and Internet access for classroom activities, professional or career development, and to support the school district's curriculum, policy and mission statement.

**Hacking** - any attempt to gain unauthorized access (or the unauthorized access) to network facilities or using district network facilities to attempt or to gain unauthorized access to other networks or computing resources.

**Harmful to minors** - any picture, image, graphic image file or other visual, sound or written depiction that:[\[3\]](#)[\[4\]](#)

1. Taken as a whole, and with respect to minors, appeals to an inappropriate interest in nudity, sex or excretion.
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts or a lewd exhibition of the genitals.
3. Lacks serious literary, artistic, political or scientific value as to minors; depicts extreme violence; promotes intolerance. Definition from 20 U.S.C. Sec. 6777, 47 U.S.C. Sec. 254.

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

**Illegal activities/uses** - any use of network facilities which violates a municipal ordinance, or local, state, or federal law, including those activities relating to intellectual property rights, trade



secrets, the distribution of obscene or pornographic materials or the Family Educational Rights and Privacy Act.

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

**Minor** - for purposes of compliance with the Children's Internet Protection Act (CIPA), an individual who has not yet attained the age of seventeen (17). For other purposes, **minor** shall mean the age of minority as defined in the relevant law.

**Network facilities -**

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

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

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

Personal use must comply with this policy and all other applicable district's procedures and rules contained in this policy, as well as ISP terms, local, state and federal laws; and must not damage the district's information technology tools, network facilities and Internet access systems.

**Staff** - includes administrative, teaching, support and volunteer personnel employed by or voluntarily affiliated with the Wyoming Valley West School District.

**Technology Protection Measure** - a specific technology that blocks or filters Internet access.[\[4\]](#)

**Technology tools** - includes any district-owned, leased or licensed or user owned personal hardware, software or other technology used on district premises or at district events, or connected to the district network, containing school district programs or district or student data (including images, files and other information) attached or connected to, installed in or otherwise used in connection with a computer. Technology equipment includes, but is not limited to, district and users': desktop, notebook, netbook, tablet PC or laptop computers, servers, firewalls/security systems, distance learning equipment, video conference units, printers, facsimile machine, cables,



modems, and other peripherals, specialized electronic equipment used for students' special educational purposes, Global Positioning System (GPS) equipment, personal digital assistants (PDAs), iPods, MP3 players, USB/jump drives, cell phones, with or without Internet access and/or recording and/or camera/video and other capabilities and configurations, telephones, mobile phones, or wireless devices, two-way radios/telephones, beepers, paging devices, laser pointers and attachments and any other such technology developed.

**Telecommunications** - any system that allows users access to a wide variety of information from electronic networks found on local, state, national and international databases, Internet or intranet servers and other information technology tools. Examples include, but are not limited to, Internet technologies, email, Internet-based discussion groups and bulletin boards.

### **Authority**

The Board of Directors (Board) establishes that use of information technology tools and network facilities impacting the district is a privilege, not a right.

Inappropriate, unauthorized and illegal use may result in cancellation of the privileges of users and appropriate disciplinary action consistent with the district's disciplinary code.[5][6][7][8][9]

The information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received.

All network and computing resources must meet requirements for established policies, procedures and conditions of the Wyoming Valley West School District and any external entity administering resources to which the network or computing resources are connected.

The district's Director of Technology, or other authorized school employees, may at any time review the subject, content and appropriateness of electronic communications, Internet access, usage of the district's information technology or other electronic files and remove them or clock the inappropriate use as warranted, or report any violation of these rules to the district's administration or appropriate law enforcement officials. The district reserves the right to remove a user account from its network facilities to prevent further unauthorized or illegal activity if this activity is discovered.

The hardware, software, messages transmitted and electronic files created on it are the property of the district.

Users have no expectation of privacy or confidentiality in the content of electronic communications, Internet access or other electronic files sent and received utilizing the district's information technology tools, network facilities or stored in his/her directory. The Wyoming Valley West School District reserves the right to monitor, inspect, copy, review and store at any time, without prior notice, any and all usage of its information technology, network facilities and Internet usage and any and all information transmitted or received in connection with such usage. All such information files and user accounts shall be and remain property of the district.

### **Delegation of Responsibility**

The district shall make every effort to ensure that district resources are used responsibly by students and staff. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.



All staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, to evaluate and use the information to meet their educational goals and practice proper etiquette and ethical use of district resources.

The district shall not be responsible for any information lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The district is not responsible for any unauthorized charges or fees resulting from access to the Internet.

The Board of Directors for the Wyoming Valley West School District endorses the use of technology as an integral part of the district's instructional program.

The Superintendent shall be responsible for the development of educational programs using technology and global networks and shall establish procedures for the development of such program.

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

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

Unless otherwise denied for cause, student access to onsite district resources shall be through supervision by the district staff. All users have the responsibility to respect the rights of all other users within the district and district's technology resources and to abide by the rules established by the district, its ISP and local, state and federal laws.

### **Guidelines**

Network accounts will be used only by the authorized owner of the account for its approved purpose. These accounts will be made available according to a procedure developed by appropriate district authorities. All communications and information accessible via the network should be assumed to be the property of the district and shall not be disclosed. Network users shall respect the privacy of other users on the system.

A guest may receive an individual network account with the approval of the Director of Technology and/or designee if there is a specific district-related purpose requiring such access after the AUP is signed and must comply with this policy and all other district policies, procedures and rules, as well as local, state and federal laws. An agreement between the district and a guest will be required. A parental signature will be required if the guest is a minor.

### **Prohibitions**



The use of district information technology tools, network facilities and the Internet for illegal, inappropriate or unethical purposes by students or staff is prohibited. More specifically, the following are prohibited:

1. Use of the network for commercial or for-profit purposes, product advertisement, political lobbying or to facilitate illegal activity.
2. Hacking, port scanning, unauthorized attempts to access network resources, creating malicious code, phishing, spamming or use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system.
3. The illegal installation, distribution, reproduction or use of copyrighted material on district information technology or network facilities.
4. Accessing or transmitting files dangerous to the integrity of the district's information technology or network facilities.
5. Attempting to circumvent or disable any filter, information security or other security measure.
6. Attempting to use network facilities while access privileges are suspended or revoked.
7. Use of the network to access materials, images or photographs that are obscene, pornographic, lewd or otherwise illegal.
8. Use of the network to transmit material likely to be offensive, objectionable or inflammatory to recipients such as hate mail, harassment or discriminatory remarks.
9. Use of the network to misrepresent other users on the network, forge electronic mail messages or quote personal communications in a public forum without the original author's prior consent.
10. Loading or use of unauthorized games, programs, files or other electronic media.
11. Use of district information technology tools or network facilities to disrupt the work of others; intentionally disrupt information network traffic or crash the network and connected systems; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
12. Use of the network which results in any copyright violation or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
13. Posting of anonymous messages, possessing any data which might be considered a violation of these rules in paper, electronic or any other form or using inappropriate language or profanity.
14. Revealing personal information or passwords related to any users on the network other than by district staff in the performance of assigned duties.
15. Use of any social networking or communication medium, on or off campus, that causes a disruption to the educational process (e.g., posting inflammatory comments about another



student or staff member).

16. Attaching personal technology tools directly to the network without the express permission of the Superintendent or designee.

### Security

To the greatest extent possible, users of the district's network will be protected from harassment and unwanted or unsolicited communication. The security of network facilities is protected through the use of passwords.

Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of network facilities and the safety of users, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual or use any other user's password. If a user suspects someone else has his/her password, the password shall be changed immediately by district personnel.
2. Users are responsible to log off a computer or secure the computer when it is not in use and are not permitted to use a computer that has been logged in under another user's name.
3. Any user identified as a security risk or having a history of problems with other electronic resources may be denied access to the network.
4. The use of technology tools for the purpose of online collaboration and communication within and among users is a privilege, not a right. Furthermore, any collaborative tool user accounts created by district personnel or by the end-user for the purpose of completing course curriculum are subject to the guidelines defined by the Acceptable Use Policy of The Wyoming Valley West School District, regardless of where the access to that technology tool has taken place.
5. Any network user who receives threatening or unwelcome communications or an invitation from Internet contacts to an inappropriate face-to-face meeting shall immediately report the incident to a teacher or administrator.
6. Student users shall not reveal personal information to other users, including through e-mail, Internet, etc. that could identify themselves or other users or allow a person to locate a user.
7. Users shall not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users.
8. Users shall not transfer or download confidential data or data that contains sensitive personally identifiable information via any portable storage devices including USB devices.
9. Users should exercise due diligence in regards to printing confidential data or data that contains sensitive personally identifiable information, including grade reports, health records, IEP's and other records subject to the Health Insurance Portability and Accountability Act.

### Filtering



Any district computer/server utilized by students and staff shall be equipped or connected to with Internet blocking/filtering software or hardware. The district will also monitor online activities of users through direct observation or technology means to ensure adherence to this policy. Internet filtering software or other technology based protection systems may be disabled by the Director of Technology or his/her designee, as necessary, for purposes of valid research or other educational projects being conducted by users, as determined and approved by a building administrator.[3][10]

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security when using electronic communications and other forms of direct electronic communications.
3. Prevention of unauthorized online access, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information.
5. Restriction of access deemed by the district to be harmful to minors.
6. Restriction of access to visual depictions that are obscene, child pornography or harmful to minors.

#### Disclaimer of Warranties/Indemnification

The district makes no warranties of any kind, either express or implied, in connection with this policy, access to and use of its information technology, or network facilities. The district shall not be responsible for any claims, losses, damages or costs (including fees) of any kind suffered, directly or indirectly, by any user of his/her parent(s)/guardian(s) arising out of the use of its information technology or network facilities under this policy. Further, the district is not responsible for damage that may occur as a result of an individual user attempting to connect a personal technology device to any district-owned device.

By signing this policy, the user is taking full responsibility for his/her use, and the user who is eighteen (18) or older, or, in the case of a user under eighteen (18), the parent(s)/guardian(s) are agreeing to indemnify and hold the district administrators, professional employees and staff harmless from any and all losses, cost claims or damages resulting from the user's access to its network facilities, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user, or if the user is a minor, the user's parent(s)/guardian(s) agree to cooperate with the district in the event of the district's initiating an investigation of a user's access to the computer network and the Internet.

#### Actions Resulting From Misuse

Deliberate and/or negligent abuse of the network, computing resource or any other district resource could lead to disciplinary action. Any such action would be subject to applicable procedures established by the district. The network user, whether student to employee may be responsible for restitutions for damages to the equipment, systems or software resulting from negligent, deliberate or willful acts.



All incidents of misuse are to be reported to building principals responsible for the students and staff. The building principal or his designee will conduct an investigation to determine the participant and the extent of the misuse.

Consequences of violations include but are not limited to:

1. Suspension of information network access; revocation of information network access; suspension of network privileges; revocation of network privileges; suspension of computer access; revocation of computer access.
2. Revocation of district issued technology tools, including all mobile devices owned by the district.
3. Employment suspension; school suspension.
4. Employment termination; school expulsion.
5. Legal action and prosecution by the authorities.

### Copyright

The illegal use of copyrighted software by students and staff is prohibited.

All software installed on district technology must be approved by the Technology Director for the purposes of network security and licensing.

Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.[\[11\]](#)[\[12\]](#)

Employees and students of the district are subject to the provisions of the Copyright Act of 1976. Teachers, administrators, media specialists, and other District personnel take an active role in assuring compliance with the United States copyright law and congressional guidelines. US copyright laws protect most creative works. Examples of creative works include books, computer software, music, and films.

The district does not sanction illegal use or duplication of copyrighted materials in any form. Unlawful copies may not be produced or used on district equipment, within district facilities, or at district sponsored functions. Employees or students who knowingly and/or willingly violate the district's copyright policies do so at their own risk and may be required to reimburse the district for expenses incurred as the result of a violation.

Principals and administrators are responsible for establishing procedures to ensure that offices and schools adhere to copyright law. These procedures should include informing students and staff members of district copyright policy, and periodically reminding them of their rights and responsibilities. All school sites and work locations must provide a copy of their computer software site license agreements to the district's Technology Center.

At no time may district technology be used to backup, copy, or store any information found on a personal electronic device (cell phone, music players, and tablets). This includes storing duplicate information of music, videos and any other copyrighted media regardless if it is legal copy or purchase. Any music, video or copyrighted materials found on district equipment will be immediately removed without warning.

## Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Students shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software or connected to content filtering through the network.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet.
2. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
3. Unauthorized disclosure, use and dissemination of personal information regarding minors.
4. Restriction of minors' access to materials harmful to them.

## Remedies and Recourses

Anyone accused of any violation has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

The district has the right to restrict or terminate information network access at any time for any reason. The district further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

## Procedure for Handling Request to Reconsider Information/Materials

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee, as provided for below, with the concurrence of the Superintendent.

The following procedures are to be observed:

1. All complaints to staff members shall be reported to the building principal, whether received by telephone, letter or in personal conversation.
2. The principal shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center.
3. If the complaint is not resolved informally, the complainant shall be supplied with the Wyoming Valley West School District's network policy statement, the procedure for handling objections and a complaint form. The complaint form must be completed and returned before consideration will be given to the complaint.



4. When the request is returned, the reasons for selection of the specific information shall be reestablished by the appropriate staff.
5. In accordance with statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for consideration, however, access to questionable materials can be denied to the child (or children) of the parents/guardians making the complaint, if they so desire.
6. Upon receipt of a completed objection form, the principal in the building involved will call together a committee to consider the complaint. This committee may consist of the principal, the technology coach, a teacher, the department chair, a member of the community, and a librarian.
7. The committee shall meet to discuss the material, following the guidelines set forth in the network policy, and shall prepare a report on the material containing their recommendations on disposition of the matter.
8. The principal shall notify the complainant of the decision and send a formal report and recommendation to the Superintendent. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
9. If the complainant is still not satisfied, s/he may appeal to the Superintendent who shall make a final determination of the issue. The Superintendent may seek assistance from outside organizations, such as the American Library Association, the Association for Supervision and Curriculum Development, etc., in making his/her determination.

#### Legal

1. 18 Pa. C.S.A. 6312  
2. 18 U.S.C. 2256  
3. 20 U.S.C. 6777  
4. 47 U.S.C. 254  
5. Pol. 218  
6. Pol. 233  
7. Pol. 317  
8. Pol. 417  
9. Pol. 517  
10. 24 P.S. 4610  
11. 17 U.S.C. 101 et seq  
12. Pol. 814  
18 Pa. C.S.A. 2709  
18 Pa. C.S.A. 5903  
24 P.S. 1303.1-A  
24 P.S. 4601 et seq  
24 P.S. 4604  
47 CFR 54.520  
Pol. 103  
Pol. 103.1  
Pol. 104  
Pol. 218.2

Pol. 220  
Pol. 237  
Pol. 249





# Wyoming Valley West High School

150 Wadham Street  
Plymouth, PA 18651  
Phone: (570) 779-5361 Fax: (570) 779-9510

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## Student/Parent Consent Agreement

Having been notified that the WVWHS 2023-24 Student Handbook is available on the district's website, I understand that it is my responsibility to read its contents and abide by the policies, rules, and regulations that it contains. Failure to provide consent does not excuse students or parents from complying with school policy. Initial, sign, and return the completed form to the high school. Your cooperation is greatly appreciated.

\_\_\_\_\_ **Attendance Policy**  
Initials \_\_\_\_\_

\_\_\_\_\_ **Bullying/Cyber Bullying Policy**  
Initials \_\_\_\_\_

\_\_\_\_\_ **Cafeteria Charge Policy**  
Initials \_\_\_\_\_

\_\_\_\_\_ **Dress Code Policy**  
Initials \_\_\_\_\_

\_\_\_\_\_ **Drug Awareness Policy**  
Initials \_\_\_\_\_

\_\_\_\_\_ **Electronic Device Policy**  
Initials \_\_\_\_\_

\_\_\_\_\_ **Medication Policy**  
Initials \_\_\_\_\_

\_\_\_\_\_ **Social Probation Policy**  
Initials \_\_\_\_\_

\_\_\_\_\_ **Technology Acceptable Use Agreement**  
Initials \_\_\_\_\_

\_\_\_\_\_ **Student Handbook and School Rules**  
Initials \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_