

**2019-2020**  
**Williamsport Area**  
**High School**

***Student Hand Book***

*“Developing responsible citizens through excellence in education.”*



## GENERAL PRINCIPLES

1. Be Present
2. Be Respectful
3. Be Responsible
4. Be Safe
5. Be Professional

## SCHOOL MANNERS

### 1. Assemblies

- a. Grade level meetings and assemblies are routinely scheduled.
- b. Refrain from talking with neighbors and using electronic devices during assemblies and performances.
- c. Participate and lend a voice in united support of our school at pep rallies.
- d. Keep large group areas clean. Place all debris in a receptacle.

### 2. Hall Conduct

- a. A properly signed hall pass is required at all times except during passing periods.
- b. Keep to the right and walk
- c. Keep voices low
- d. Public display of affection is prohibited in school hallways.

### 3. Cafeteria

- a. E-Cafeteria has a quiet study room available to students on a first-come/first-serve basis. Please respect the purpose of this room during lunch periods.
- b. Talk in a low tone.
- c. Choose your food at the food counters promptly in order that others behind you will have sufficient time to eat.
- d. Keep in line and wait your turn.
- e. Always leave the table free of refuse.
- f. Help clean up anything you might accidentally spill.
- g. Tables and chairs are not assigned and may not be "reserved" by any person or group.
- h. The proper request of a monitor or paraprofessional is to be regarded as law.
- i. You may not wait on the stairs for the dismissal bell.
- j. You must have a signed yellow pass to leave the cafeteria during the period.

## ATTENDANCE – *Please refer to WASD School Board Policy #204 Pupil Attendance for the complete policy description.*

### 1. Absences

- a. Absence from school requires a written excuse from a parent or guardian stating the dates of the absence and an explanation. **If a student misses five [5] or more consecutive school days a doctor excuse must be submitted upon his/her return to school.** State regulations determine whether or not written excuses will be recorded as excused or unexcused. Absences and/or tardiness due to missing the school bus, babysitting, car trouble, failed alarm clocks, heavy traffic, etc. are considered unexcused absences.
  - b. **All students returning to school from an absence must turn in their excuses to the attendance office first thing in the morning on their way to 1<sup>st</sup> period.**
  - c. Students returning to school without a written excuse will be charged with an unexcused absence. Students will have three additional school days following their return to classes to submit an excuse verifying the absence as excusable. If the written excuse is not submitted during the time specified, the absence will remain unexcused.
- Absences due to unexpected family emergencies should be called into the school on the day of the absence, followed by a written excuse upon the return to school.
- e. District Magistrate and social services provide support and accountability when students have extended unexcused absences.
  - f. When excused by the nurse, students do not need to bring in an excuse (unless directed to do so by the nurse) as long as they return to school the next day. If the student is absent subsequent days an excuse is required.
  - g. Students who have reached 10 days of absence or exhibited other poor attendance patterns will be required to bring a signed written excuse issued by a licensed physician or licensed nurse practitioner for each absence thereafter.

### 2. Educational Tours and Trips (Not school-sponsored)

- a. All requests for an educational trip shall be submitted to the principal for approval. An "Application for Educational Trip" form can be obtained from the Attendance Office, completed in detail and **returned 1 week prior to the absence.** Forms shall not be accepted after the trip. Submission of the form does not constitute approval. Requests will be evaluated on the following criteria:

- Number of school days the student will be absent (only 5 days per year shall be considered for educational trips).
- The number of accumulated absences prior to the scheduled trip (10 or more absences may result in denial of the trip).
- Trips and travel may not be approved if they conflict with finals, achievement or standardized tests, or other school events during which the principal deems attendance is necessary.
- Student must be in good academic standing.

Absences accumulated while on an approved educational trip or tour count towards the students ten (10) day absences before a physician's note is required for all future absences.

### 3. Tardiness

- The school day begins at 7:40am. If a student is not in their 1<sup>st</sup> period class by this time then they are considered tardy and must report to the attendance office to sign in and pick up a tardy slip.
- A student must have a written parental excuse or doctor excuse upon his/her arrival for a lateness to be considered excused. Excused reasons for being late to school include but are not limited to illness and appointments. Unexcused reasons include but are not limited to failures in personal transportation, heavy traffic, etc. In cases of repeated unexcused lateness, disciplinary action will be taken and the parent/guardian will be notified.
- Students who arrive after 11:00 a.m. will be given a 1/2-day absence. Students who arrive after 12:45 p.m. will be given a full day absence.

### 4. Early Dismissal – *Parents are strongly encouraged to make appointments for after school hours when possible.*

- A student must bring a written request, signed by the parent, indicating the time of dismissal and the reason for the dismissal to the attendance office prior to the start of school. The student will be given a pass to leave class at the time indicated and must stop at the Attendance Office to sign out prior to leaving the building. Upon the student's return to school they must stop at the Attendance Office and present an excuse from the place of appointment. Early dismissals after 11:00 a.m. are recorded as 1/2 day absent and students who leave before 11:00 a.m. and **do not return to school** will be recorded as a full day absent.
- Parents who need to dismiss their child during the school day due to unexpected circumstances must come into the attendance office in person to have their child released. If a parent/guardian is sending a representative to pick up the student, then the parent/guardian must call the attendance office in advance to notify the secretary who to expect.
- Leaving school without notifying the Attendance Office will be counted as truancy and subject to disciplinary action.

### 5. Work Make-up

- Students returning to school from an absence, including a suspension, are responsible for making arrangements with their teachers to collect any missed assignments.

## DISCIPLINE

### 1. Cell Phones/Electronic Devices

- The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities. In order to prevent interference with the educational process the Board prohibits **use of** personal communication devices, including but not limited to cell phones, laptops, personal data assistants, and walkie-talkies by elementary and middle school students during the school day in district buildings and on district property. **Use** includes cell phone rings and other electronic alerts, and the transmission or receipt of written or text messages. If these devices are brought to school they must be stored in the student's locker or other secure, non-visible location during the school day. For the purpose of this policy, the school day runs from the time the student enters the building through the bell or notification of dismissal.
- High school students may use electronic devices during non-instructional times prior to the beginning of the school day and following dismissal, as well as during lunch periods while students are in the cafeteria. Use of electronic devices during instructional time is prohibited. Instructional time is defined as the time of entry into a class, activity such as an assembly, or other organized event until the student exits the class or event. This policy does not preclude individual high school instructors from allowing the use of these devices in class when such use is designed to be a part of or to support an educational activity. **Electronic devices may not be used to take photographs, videos or make sound recordings, except when specifically approved in advance by an administrator.** The use of electronic devices to display inappropriate content or to introduce disruption to the educational environment is prohibited. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbooks, district Rights and Responsibilities mailing, newsletters, posted notices, and other efficient methods. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian. Repeated violations may result in escalating student consequences, including but not limited to the confiscated item being held until the end of the school year, in-school suspensions and out-of-school suspensions. With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

- i. A student who has a need for such a device due to the medical condition of an immediate family member.
- ii. Other reasons determined appropriate by the building principal.
- c. Exceptions to the prohibitions set forth in this policy may be made for health, safety, educational or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).
- d. ***Students may not possess electronic devices during standardized testing sessions under any circumstance.***

## **2. Detention**

- a. After school detention is assigned when appropriate. Students are placed in detention by teachers or principals. Detention will take place in the respective teacher's room, or in a designated detention area.
- b. School-wide detention will be held 2:30 – 3:00 in E-Lg. Students who arrive late will not be admitted and may be subject to further disciplinary action.
- c. Transportation should be arranged by the student; however, a late bus is provided to those who live within the city, leaving campus at 4:15.
- d. Detention is considered a disciplinary measure and is used as such by the school staff as an attempt to modify behavior. Failure to report to detention will result in further disciplinary action.

## **3. School Dress Code**

- a. Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some type of covering should be considered.
- b. School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard. The wearing of clothing that exposes the midriff or buttocks is not permitted. The wearing of pants or shorts below the waist is not permitted. Examples of dress not permitted: tank tops, spaghetti strap tops, midriff shirts, off the shoulder shirts, muscle shirts, clothing with inappropriate wording, shorts that do not extend beyond the student's fingertips when the hands are held at their side. Exposure of cleavage or undergarments, including bralettes, are not permitted. Hats and hoods must be removed immediately upon entering the building. The wearing of hats, headbands or hoods while inside the building are not permitted. Head coverings worn for religious purposes are permitted. The wearing of clothing/jewelry that exhibits references to drugs, alcohol, tobacco products, violence, sex, profanity, or gang related activities is not permitted. Proper footwear is required.
- c. Students may be required to wear certain types of clothing while participating in physical education classes, labs, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.
- d. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.
- e. The wearing, possessing, using, distributing, displaying, or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are not permitted.
- f. The following are strictly prohibited on or about school property or at any school activity: Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership in or affiliation with a gang.
- g. Building principals have the right to permit additional restrictions to prevent the disruption of the educational process or a health or safety hazard.

## **4. Tobacco**

Act 145 amends the state's Crimes Code making it a summary offense to possess or use any type of tobacco or vaping products in school buildings, school buses or on school property. In addition, students are not permitted to use or have tobacco at school-related functions that occur during or after school hours, whether on campus or elsewhere. Tobacco and vaping products, including lighters, will be confiscated and discarded.

**The possession of tobacco and/or vaping products in school or on school property shall be construed as intent to use the product, and students will be subject to the discipline code.**

- a. The consequence for a student's first offense will be the issuance of a \$50.00 administrative fee made payable to the Williamsport Area School District, parent conference, and possible suspension.
  - i. Please mail or drop off the fee directly to the high school main office.
  - ii. The \$50.00 must be paid within 21 days from the date the letter is sent by the school and payment can be made in full, or partial payment can be accepted until one reaches the total of \$50.00.
- b. Any additional offenses of tobacco or vaping possession will result in further administrative fees, parent/guardian notification and school suspension. The number of offenses will determine the number of days of suspension.

## **5. Searches**

- a. The school reserves the right to make periodic inspections and/or random searches of: lockers, backpacks/book bags, gym bags or similar items carried to school by students, as well as automobiles driven by students to school.

- b. Notice is not required prior to a search. However, reasonable attempts to notify the student will be made by school authorities prior to a search.
- c. Any illegal materials or contraband will be seized and may be used in disciplinary proceedings and may be turned over to police authorities.

**6. Suspensions**

- a. It is important that every student understand the policy of dealing with suspensions and the seriousness of such a step.
- b. A one to ten day suspension may be imposed by the principal for major violations of school rules or continual violation of minor rules.
- c. A suspension and clinical referral is required for possession and/or use of drugs and/or alcohol.
- d. All weapon and drug and alcohol violations are required to be reviewed by law authorities. In addition, the Superintendent of Schools will review all weapon and drug and alcohol cases for possible recommendation of expulsion.

**ACADEMIC INTEGRITY EXPECTATION AND PROTOCOL**

**Academic Dishonesty**

Academic dishonesty affects the INTEGRITY of the work completed by everyone in our school environment. Students are encouraged to report instances of academic dishonesty, when they see it. Students may approach faculty or administration when they observe or witness others not acting with INTEGRITY by cheating. The lack of INTEGRITY by a few should not affect the work of the majority of the student body.

The intention of this protocol is to promote individual responsibility and integrity in academic affairs and to develop a school climate conducive to serious independent scholarship in our high school.

**The following list of actions will be considered a violation of the WAHS Academic Integrity expectation:**

- **Cheating:**

Giving, using or attempting to use unauthorized materials, information, notes, study aids, electronic devices or any other devices in any academic exercise is considered cheating. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items. Additionally, any unauthorized communication or sharing of information, electronic or otherwise, is considered a violation. Collaboration is unacceptable, unless specified by the teacher.

- **Fabrication/Falsification/Tampering:**

The unauthorized alteration or invention of any information or citation in any academic work is unacceptable. Altering or attempting to alter school records, grades, assignments, data, or other documents without authorization is considered a type of fabrication/ falsification/ or tampering.

- **Plagiarism:**

Students have access to many sources of information when doing research papers, including the Internet. It is imperative that students understand how to find credible information and cite the information correctly, regardless of the source. It is incumbent upon the faculty to adequately address with students how to use sources of information properly so as not to plagiarize another author's work.

Plagiarism is a form of cheating. In order to educate students about plagiarism, all teachers, prior to assigning research projects to students, will teach a formal unit on plagiarism. A student must document everything he/she borrows, not only direct quotations and paraphrases, but also information and ideas.

- **Aid of Academic Dishonesty:** Intentionally facilitating cheating, fabrication/falsification/tampering or plagiarism by or for others.
- **Lying:** Deliberately intending to deceive in written or verbal form with regards to academic dishonesty.
- **Bribery or Threats:** Providing, offering or taking rewards in exchange for work, an assignment, or a grade is unacceptable. Additionally, any attempt to intimidate a student, staff or faculty member of this learning community for the purpose of receiving an unearned grade or credit is considered a violation. Finally, any threat used as an effort to prevent the reporting of an honor code violation will not be tolerated.

**Disciplinary Actions:**

Students in violation of the Academic Integrity expectation will be held accountable from both an academic and disciplinary viewpoint. The student in question, involved teacher, administrator(s) and student's parents will meet collectively to discuss each individual infraction. On a first offense a student will lose credit for the particular assignment.

Additionally, the administration reserves the right to respond to a violation of the Honor Code with one or more actions of varying severity based on the progressive discipline procedure.

**Actions include:**

- Grade reduction on the assignment in question.
- Grade of zero (0) for the assignment in question with no opportunity to make up work
- An office discipline referral to a school principal.
- Notifications to the National Honor Society or any other Honor Societies for student removal.
- Possible loss of eligibility for academic honors, scholarships, or school recognitions.
- Behavior Contract

## TOP HAT PRIDE DEMERIT SYSTEM

The WAHS administration believes that extra-curricular student sponsored events and driving to school are considered to be a privilege and not a student right at our school. It is our goal to inform the students of this statement during our opening meetings on the first day of school. If a student earns a minimum of 6 demerits in the first semester they will have their privilege to attend or participate in student based extra-curricular events and driving privileges suspended for the remainder of the first semester. When a student earns a minimum of 12 demerits in the second semester they will lose these same privileges.

| Semester 1  |                   | Semester 2  |  |
|---|-------------------|---|--|
| Homecoming  |                   | Spring Dances   |  |
| Winter Formal   |                   | Prom  |  |
| Student Driving Permit  |                   | Student Driving Permit  |  |
| Attendance at a Student Extra-Curricular Event such as an athletic event, powder puff, and concerts |                   | Attendance at a Student Extra-Curricular Event such as an athletic event, powder puff, and concerts |  |
| Student Consequence   | Demerits Assigned | Example   |  |
| 1 After school Detention  | 1 Demerit         | 2 days of Detention = 2 Demerits  |  |
| 1 day of In-school Suspension (Learning Center)   | 2 Demerits        | 2 days of In-school Suspension = 4 Demerits   |  |
| 1 day of Out of School Suspension   | 3 Demerits        | 2 days of Out of School Suspension = 6 Demerits   |  |

## PROM GUIDELINES

The Williamsport Area High School Junior-Senior Prom is an event sponsored by the senior class. It is a privilege to attend. Attire for the Prom is formal and is expected by those in attendance. The following guidelines must be adhered to:

1. Prom tickets may only be purchased by a WAHS junior or senior. A maximum of two (2) tickets may be purchased.
2. Students who have withdrawn from WAHS are not eligible to attend as an invited guest.
3. Students who have earned 12 or more demerits for the school year may not attend the Prom.
4. WAHS students may only invite a guest who is enrolled at WAHS, enrolled at another high school, or who has **graduated from WAHS the previous school year only.**
5. **All Non-WAHS attendees (their parent/guardian and high school administrator) are required to complete the "Guest Permission Form". Guests must also provide photo identification at the door in order to be admitted.**
6. Tickets must be purchased in advance by the specified deadline established by the senior class.
7. To be eligible to attend the Prom, students must attend school the day of the event (or the day prior to the event if it is held on a Saturday). Students must be in school until 12:45 pm in either case.
8. Students who are serving an out-of-school suspension the day of (or the day prior to if the event is held on a Saturday) or the first school day after the event are not eligible to attend the Prom.
9. Any student/guest leaving the Prom will not be permitted to re-enter.
10. The WAHS School Student Code of Conduct must be followed at all times.
11. WAHS administration has the right to refuse entrance to any student who is behaving in a manner that violates the Student Code of Conduct and may face additional consequences.

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## TRANSPORTATION POLICIES AND REGULATIONS

- I. **School Board Policy on Pupil Transportation** – All students are offered bus transportation to the high school. Students may also apply and pay for a parking pass. Student drivers without parking passes will be ticketed and fined.
- II. **Bus Regulations**
  - A. Each student will be assigned to a particular bus with a designated bus number.
  - B. Students must use only the bus to which they are assigned.
  - C. All students riding the school district buses to and from school are expected to follow all behavioral expectations.
  - D. Bus drivers are in charge of the bus. Students who do not behave in an acceptable manner will be subjected to disciplinary measures.
  - E. Bus riding is a privilege. For the safety and convenience of all students who ride buses, it is necessary that each student comply with the rules. Parents will be notified when pupils fail to comply, and repeated violations may result in either suspension of bus riding privileges, suspension from school or both. All riders are subject to the conditions outlined in the school district's Bus Discipline Policy. It is the responsibility of each student to know these rules and regulations and to obey them.
- III. **Campus Traffic Regulations**
  - B. Speed limit on access roads to school campus is 20 MPH. and on campus speed limit is 15 MPH.
  - C. All drivers must be aware of pedestrian and bus traffic at all times.
  - D. No vehicles, other than school buses are allowed in the campus traffic circle from 7:15 A.M. to 4:00 P.M. **Parental drop off and pick up of students is to take place in A and B lots.** The traffic control officer will point out to parents the appropriate area if necessary.
  - E. All traffic will follow directional signs on school campus and access roads.
- IV. **Student Driving Regulations**
  - A. No students may drive to school without a driving permit issued by a principal. Only students who can demonstrate a need may receive permission. If permission is granted, one of the following permits will be issued:
    1. One Day - Driving Permit - issued to a pupil who has an appointment (e.g. doctor, dentist) during school hours or faces unusual and compelling circumstances. To be considered for a one-day permit, a student a signed written request from a parents/guardians at least one day prior to need.
    2. Daily Driving Permits are issued to students participating in extra-curricular activities that meet on a regular basis, in a work program, or have unusual or compelling circumstances. To be considered for a daily permit, a student must request an application in the main office. No application will be considered that is not properly completed. There is a small fee charged for daily parking permits.
  - B. A student vehicle must display the school-issued driving permit or parking sticker at all times.
  - C. A student must park only in student-designated parking area.
  - D. School parking lots are off limits during the school day.
  - E. Students may not transport other students.
  - F. Driving privileges may be revoked for violating driving regulations or for repeated school discipline and attendance violations.
  - G. Unauthorized or illegally parked vehicles may be towed at the owner's expense.
  - H. All student drivers must complete the "General Student Body Drug Testing Form" before being approved to drive to school.

## AWARDS AND SCHOLARSHIPS

More than 125 separate awards and scholarships are available to members of the graduating class at commencement. Interested students should check with their school counselor for further information. Applications for all scholarships are available in the senior counseling office.

## CAFETERIA

The cafeterias are located on the ground floor of D and E. Each has a seating capacity of 500 students. Federal lunch platters are served daily. Separate items may also be purchased a la carte. In addition, the W.A.H.S. Breakfast Program runs daily from 7:15 to 7:40 in D-Cafeteria, offering students a wide assortment of morning foods, ranging from sausage and eggs to juices, fruits and cereals. There is also a low cost "Grab & Go" breakfast offered in the Commons each morning featuring milk or juice and a variety of quick breakfast foods. Federal lunch guidelines apply to both programs.

Each student should maintain an account with money pre-deposited for cafeteria purchases. A student must have adequate funds in their lunch account to purchase a school lunch. A lunch will not be served to a student with a negative account balance as per WASD Board Policy.

## C A R E

### (Crisis Assistance Referral Effort)

Students, parents, teachers, and all staff members may refer students to a trained team of teachers and administrators for mental health and/or drug and alcohol concerns.

## **CHANGES OF ADDRESS, GUARDIANSHIP OR NAME**

All changes must be reported promptly to the Main Office (570) 323-8411.

### **CLUBS**

The Williamsport Area High School offers approximately 50 club opportunities. Students may join clubs and organizations to further their interest in a particular activity or as an expression of their school spirit. Membership opportunities range from literary to environmental, from technical to social consciousness. Club and organizations frequently meet during scheduled Bank periods. Please see club brochure for more details.

### **COUNSELING SERVICES**

The students in our high school are assigned counselors who will advise them until graduation. The counselors work in the areas of education, career and technical planning and personal counseling.

Counselors attempt to interview all students individually to maximize high school experience. Students are also encouraged to stop by the counseling office any time a need arises.

### **DISCRIMINATION CONCERNS**

The Williamsport Area School District prohibits any and all forms of discrimination and harassment based on disability. Any student who believes he or she has been subjected to discrimination or harassment based on disability is encouraged to report the incident to Mr. Brandon Pardoe, building principal at 570-323-8411. The district is committed to promptly investigating any alleged acts of discrimination or harassment based on disability. Students or staff found to have engaged in acts of discrimination or harassment based on disability will be promptly disciplined, which may include suspension or expulsion for students and suspension or termination for employees.

### **HEALTH SERVICES**

A school nursing team provides routine health services to our students. While the promotion of health is one of the objectives of the school health program, no health service is performed that will take away the privileges or responsibilities of the parent/guardian in relation to its children. Please make sure all emergency contacts and appropriate permission forms are on file with our nursing department. The nurse's station is located near the main entrance of our school.

### **HOMELESS STUDENTS**

Some of the objectives of the Williamsport Area School District are to increase awareness about the needs of homeless children, reveal and overcome possible educational barriers, explain current legislation and policies, and provide assistance and support to families.

Under the McKinney-Vento Act homeless students have certain rights including the following:

- Attend their school of origin or school of current residence
- Remain in their chosen school for the duration of homelessness or the remainder of the academic year if they become permanently housed during an academic year
- Immediate enrollment
- Transportation to the school of choice
- Immediate access to educational services for which the student is eligible (e.g. Title I, special education, before- and after-school programs, vocational and technical education or gifted and talented programs).
- Free meals provided by the district through federal, state or local food programs.
- Appeal educational placement decisions made by the district and remain the school of choice pending resolution.

The Districts school social workers can support and help students in homeless situations in many ways. Please see their contact information below.

**School Social Worker (Grades 9-12)**

[570-323-8411](tel:570-323-8411) x66105

**School Social Worker (Grades 5-8)**

[570-327-5500](tel:570-327-5500) x40332

**School Social Worker (Grades K-4)**

[570-327-5500](tel:570-327-5500) x40331



Our social workers may assist families with the following:

- Make sure students are enrolled in school immediately, even if they do not have the papers they would normally need.
- Help families and youth get immunizations, immunization records or other medical records, if a student needs them.
- Tell parents and youth about all transportation services and help set up transportation.
- Make sure students get all the school services they need.
- Tell parents and guardians about all the programs and services the school has for their children.

The homeless liaison for the Williamsport Area School District is: Dr. Richard Poole, Director of Student Services, 570-327-5500 x40310, [rpoole@wasd.org](mailto:rpoole@wasd.org)

Regional Coordinator for Education of Children and Youth Experiencing Homelessness: Mr. Jeff Zimmerman, 570-718-4613, [jzimmerman@liu18.org](mailto:jzimmerman@liu18.org)

### INTERSCHOLASTIC ATHLETIC PROGRAM

Williamsport Area High School provides students with an opportunity to participate in a variety of interscholastic sports. On days of a competition when school is in session, student-athletes must be in attendance in order to participate. Unusual circumstances will be reviewed by the Principal and Athletic Director. All student athletes are required to pay a \$50.00 participation fee once each school year. PIAA academic and behavioral eligibility requirements are strictly enforced.

#### Student athlete academic eligibility:

- A. The expectation and goal for student athletes is to be passing all of their classes. On a weekly basis, the administration will generate a report from the Power School system for all in-season athletes, detailing those students who are failing classes.
- B. **A student will be declared academically ineligible if he/she is failing more than one class at the time of the grade check.**
  1. On a weekly basis the ineligibility period will last until that student is passing all of his/her classes or failing only one class. Students will be given a form to be completed by themselves and their teacher to verify once he/she is passing that particular class.
  2. At the end of the marking period, if a student is failing more than one class, he/she will be ineligible for 15 school days, in accordance with PIAA policy.
- C. Teachers will have all grades current and up-to-date in the Power School system by 7:30 am on Monday morning (or the first day of the school week).
- D. Athletic Department will run the grade report at 8:00am on Monday morning of each week for students. Information from this report will be shared with coaches and students by the A.D., principals and Intervention Specialists on Mondays.
- E. A system of support for the student athletes will be discussed and put into place to offer assistance and tutoring for the students (i.e. library after school).

### LIBRARY MEDIA CENTER

- A. **Hours:** The library opens at 7:30 AM and closes at 4:15 PM, Monday through Thursday. On Fridays, our library is open from 7:30 AM until 2:50 PM.
- B. **Materials:** The library contains nearly 20,000 books, newspaper and magazine subscriptions. Computers are available for students and staff, providing access to an online catalog, the Internet, full-text databases, office suite and Noodle Tools.
- C. **Circulation Policies:** Most books may be borrowed for 2 weeks. Up to 10 books may be signed out at any time. Reference materials, pamphlets, and magazines may be borrowed overnight. With electronic information available, students and staff can download needed information onto their own thumb drives. Materials may be renewed at any time. Fines on late books are 5¢ per day; fines on late overnight materials are \$.25 per day. Students will pay replacement cost for lost library materials.
- D. **Library Passes:** Students may visit the library throughout the school day with appropriate permission from classroom teachers and library staff.
- E. **Behavioral Expectations:** School Wide Positive Behavior Expectations must be adhered to maximize resources and learning in our Library Media Center. Student's ID number is required to access and checkout materials.

### LOCKERS

9<sup>th</sup> grade students will be given a locker by their 1<sup>st</sup> period teacher. Upperclassmen may request a locker in the main office. **The student to whom a locker is assigned is completely responsible for the care and contents of the locker.** Therefore, students should never share their locker or the combination with other students. Students should keep lockers locked at all times. The school is not responsible for losses from student lockers. If a theft occurs, report it to a principal immediately. School lockers belong to the school district and are subject to search protocols described in the "Student Rights and Responsibilities" booklet.

Students in gym classes should lock their belongings in a gym locker while participating in class. Locks can be rented from a gym teacher for the duration of the course for \$1.00.

## **LOST AND FOUND**

Articles lost or misplaced are placed in Lost and Found. Contact a support person or the main office for access.

## **NATIONAL HONOR SOCIETY**

The Williamsport Chapter of the National Honor Society was instituted January 12, 1944. The emblem of the society is a flaming torch set in a keystone. The letters C.S.L.S. representing the qualities of Character, Scholarship, Leadership, and Service are at the base of the emblem.

A point system has been established as a basis for membership in the National Honor Society and the privilege of wearing the honor key. Interested students may contact the faculty adviser for the regulations governing induction into the honor society.

## **PARENT VISITATION REQUESTS**

The district respects the rights of parents and the privacy expectations of all children. To balance the needs of both, districtwide visitation procedures are in-place at all school buildings, K-12.

A parent or guardian who requests to visit one or more classes must contact the building principal at least 24 hours in advance to determine a mutually agreeable time and condition for visiting. Visitations will be limited to one (1) classroom period of time per course/subject once each academic year. The request will be made in writing and must specify the purpose of the visit. Building principals will share with parents the district's administrative procedure on classroom visitations and request a signature of receipt. A district employee may accompany the parent during the visit and parents will be asked to maintain confidentiality of students, other than their own children.

1. Parent/guardian visits will be scheduled at the district's convenience and be on a typical school day (i.e., no field trips, assemblies, two-hour delays, or classrooms where substitute teacher is covering the class). Observations will not be scheduled during student testing, the day immediately preceding or following a vacation or holiday or during the opening two weeks of the school term.
2. The principal reserves the right to cancel or reschedule a classroom visitation in the event of unforeseen circumstances or emergencies.

## **VIDEO/AUDIO SURVEILLANCE NOTICE**

The Williamsport Area School District utilizes video surveillance and recordings in its effort to keep students, staff, and property safe. All District facilities and property have video recorders in use and all buses used by the District utilize both video and audio recordings. All those entering district buildings and property should be aware that their activities may be video recorded and those using buses may have their activities recorded, by both video and audio at any time.

## **VISITORS**

Legitimate visitors are welcome in our school. Visitors must enter the building at the Main Entrance and Sign-In. If the visit is appropriate, the guest will be given a visitor pass. All school-age visitors must be pre-approved by administration prior to entry into the building.

## **WITHDRAWAL FROM SCHOOL**

All students who wish to withdraw for any reason must report to the guidance office with a parent or guardian to complete proper withdrawal procedures. No formal records can be sent unless all obligations (fine, return of books, etc.) have been met.

Pennsylvania compulsory attendance laws require students to be regular in attendance. While never recommended, upon a student's seventeenth birthday, he/she may choose to withdraw from school. Students who are sixteen years of age may only withdraw by meeting the requirements of a "General Employment Certificate." All students considering withdrawing must first meet with their counselor and principal.

## **WORKING PAPERS**

All students under the age of 18 are required to have an employment certificate for part-time jobs unless they have graduated. Students can obtain information and applications for working papers from their school counselor at the Williamsport Area High School.