



## STUDENT HANDBOOK

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

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

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

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

*WASHINGTON SENIOR HIGH SCHOOL  
Administration and Staff*

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

**BOARD OF SCHOOL DIRECTORS**

**PRESIDENT – Mrs. Tara Sparks-Gatling**

**VICE-PRESIDENT – Mrs. Amy Roberts**

**TREASURE – Mrs. Marsha Pleta**

**Mrs. Rhonda Barnes**

**Mr. John Campbell**

**Mrs. Jennifer Ewing**

**Ms. Dana Shiller**

**Mrs. Kimberly Kelley**

**Miss. Jenna Ward**

**SECRETARY – Mrs. Lisa Coffield**

**Central Office**

**Mr. George Lammay – Superintendent**

**Mr. Robert (BJ) Mihelcic – Director of Curriculum and Instruction**

**Mr. Richard Mancini – Director of District Operations**

**WASHINGTON SCHOOL DISTRICT**  
**Washington, Pennsylvania**  
**HIGH SCHOOL**  
**724-223-5080**

**Matthew Mols – High School Principal**

**Teresa Booker – Dean of Students**

**Jessica Branagan and Jacqueline Jaroszynski – Guidance Counselors**

**MISSION STATEMENT**

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

**STUDENT ASSISTANCE PROGRAM**

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

## Daily Schedule

Jr. /Sr. High School Main Doors Open 8:10

Homeroom/Per. 1	8:20 – 9:11
Period 2	9:15 – 9:56
Period 3	10:00 – 10:41
Period 4A	10:45 – 11:26
Lunch A	10:45 – 11:15
Period 4B	11:19 – 12:00
Lunch B	11:30 – 12:00
Period 5	12:04 – 12:45
Period 6	12:49 – 1:30
Period 7	1:34 – 2:15
Period 8	2:19 – 3:00

## 2023-2024 CALENDAR

### FIRST SEMESTER

DISTRICT INSERVICE #1	Monday, August 21, 2023
DISTRICT INSERVICE #2	Tuesday, August 22, 2023
CLERICAL DAY #1	Wednesday, August 23, 2023
FIRST DAY for STUDENTS	Thursday, August 24, 2023
LABOR DAY HOLIDAY	Monday, September 4, 2023
DISTRICT INSERVICE #3	Monday, October 9, 2023
ACT 80 #1	Wednesday, November 1, 2023
PARENT/TEACHER CONFERENCE	Thursday, November 2, 2023
DISTRICT INSERVICE #4	Friday, November 3, 2023
THANKSGIVING HOLIDAY	Wednesday, November 22, 2023
Through	Monday, November 27, 2023
WINTER VACATION	Monday, December 25, 2023
Through	Tuesday, January 2, 2024
DISTRICT INSERVICE #5	Wednesday, January 3, 2024
MARTIN LUTHER KING, Jr. Day	Monday, January 15, 2024

### SECOND SEMESTER

CLERICAL DAY #2	Friday, January 26, 2024
PRESIDENTS' DAY	Monday, February 19, 2024
SPRING VACATION	Thursday, March 28, 2024
Through	Monday, April 1, 2024
ACT 80	Tuesday, April 2, 2024
MEMORIAL DAY HOLIDAY	Monday, May 27, 2024
FINAL DAY FOR STUDENTS	Thursday, June 6, 2024
COMMENCEMENT	Thursday, June 6, 2024
CLERICAL DAY #3	Friday, June 7, 2024

### REPORTING PERIODS

1st QUARTER, 46 <sup>th</sup> day	Monday, October 30, 2023
2nd QUARTER, 91 <sup>st</sup> day	Tuesday, January 23, 2024
3rd QUARTER, 135 <sup>th</sup> day	Wednesday, March 27, 2024
4th QUARTER, 181 <sup>st</sup> day	Thursday, June 6, 2024

**WASHINGTON COUNTY  
SCHOOL/BUSINESS EXPECTATIONS**

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

**McKinney-Vento Homeless Homeless  
Assistance Act**

McKinney-Vento Homeless Homeless Assistance Act, as reauthorized in 2015 by Every Student Succeeds Act (ESSA), Washington School District is attempting to identify all children within the district that may be experiencing homelessness.

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

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reasons;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations.
- Living in emergency or transition shelters.
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings.
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring, and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe you child (ren) may qualify for this service, please contact Mindy Stewart.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child (ren)'s education is disrupted as little as possible.

**COMMUNITY STANDARDS**

In collaboration with Washington Communities That Care (CTC), Washington School District is dedicated to reinforcing and modeling the

following behavioral standards and/or expectations.

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

#### **ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the Washington School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of school

program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

In the event of a complaint or concern, contact the Office for Special Education, 801 East Wheeling Street, Washington, PA 15301, 724-223-5059 or [russells@prexie.us](mailto:russells@prexie.us). The Special Education Supervisor will facilitate procedures and provide for the prompt and equitable resolution of any complaint alleging disability discrimination, including disability harassment.

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact the Superintendent at 724-223-5000.

## GENERAL PROCEDURES

### ATTENDANCE

**It is the responsibility of the student and parent/guardian to be familiar with the Washington School District Attendance Policy.** As per this policy, students are limited to no more than **20** absences in a full year course and no more than **10** absences in a semester course. *Both unexcused and excused absences are applicable to the attendance policy. This includes absences as a result of tardiness or early dismissal.*

*Days of absence not counted toward the policy* are those “missed while on out-of-school suspension,” “missed while on field trips or any school sponsored or initiated activities,” or missed while “on homebound instruction or institutionalization” (see Exceptions to the Attendance Policy).

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

A student who exceeds the allowed number of absences in a course will receive *no credit* for the course and the grade for the course will be recorded as an *Incomplete* regardless of what letter grade had been earned prior to the student’s exceeding the attendance policy.

A good attendance record is an excellent recommendation in and of itself for future school and career opportunities. The

following are all LEGAL reasons for a student’s absence:

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

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

All other excuses other than the above will be considered ILLEGAL, but may be reviewed on a case-by-case basis by the Administration.

The note must contain the following information:

- Student’s name (first and Last)
- Grade level
- Days and dates of absences
- Reason for absence
- Signature of parent or guardian
- Phone number where a parent or guardian can be contacted during the day
- Attach physician/subpoena statement if necessary

**Excuse forms are in the office for this purpose**



## HIGH SCHOOL ATTENDANCE PROCEDURES

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

### **Pre- Printed Parental Notes**

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

### **Excuses for Absences**

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

### **Unexcused Absences**

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

### **Truancy**

**\*Section 1341 - Duty to Employ: Power of Arrest; Certification.** The board of school

directors of every school district of the first, second, or third class, shall, and in any school district of the fourth class, may, employ attendance officers, or home and school visitors, whose duties shall be to enforce the provisions of this act regarding compulsory attendance.

Such attendance officers, or home and school visitors, shall, in addition to the duties imposed upon them by the provisions of this act, have full police power without warrant, and may arrest or apprehend any child who fails to attend school in compliance with the provisions of this act, or who is incorrigible, insubordinate, or disorderly during attendance at school or on his/her way to or from school.

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

### **Early Dismissals**

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

1. **The parent/guardian is to complete an early dismissal form requesting an early dismissal. The forms are also available in the Main Office.**
2. **Prior to the first period on the morning of the early dismissal, the student is to drop off the request for early dismissal at the Main Office.**

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

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

#### **Tardies**

**No student will be permitted to enter the building after 9:30am without a parent or guardian present.**

It is the student's responsibility to arrive to school and to classes on time. Tardiness disrupts the educational process by interrupting classroom work: therefore, every possible effort should be made not to be tardy for school or class. In every class period the instructor/monitor is to record the time of a student's late arrival as well as keep a running tally of the student's number of tardies to the class period.

1. **Tardy to School: Students who are tardy to school (8:20 A.M.) must report to the Attendance Desk immediately upon entering the building.**
  - a. Once in the Attendance Desk, the time of the student's arrival to school will be recorded, and the student will be issued a late entry slip to be shown to the teacher(s) of the class(es) the student missed as a result of being tardy to school.
  - b. The student may be "tardy to school" **four times per nine weeks** without

facing a disciplinary consequence. Beginning with the **fifth unexcused** tardy to school **detention will be assigned**. The number and frequency of the student's unexcused tardies may be considered in determining the form of disciplinary action taken by the Main Office. On the eighth as well as all subsequent tardies to school, a day of absence will be counted towards the student's attendance record in the period(s) effected by the student's tardiness. In addition, the student's parking privileges may be suspended or revoked.

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

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

#### **Attendance Policy Appeal Process**

Any high school student with a chronic health condition and/or other serious problem may petition the High School Attendance Committee for a waiver to the attendance policy. The high school Attendance Committee will consist of at least one administrator, the attendance secretary, a guidance counselor, and teachers. To be considered, the petition must be submitted on the proper form, in writing, signed, and with appropriate doctor's documentation.

**Attendance waiver process addresses educational outcomes on a class by class basis. The waiver process is not designed to address truancy issues related to the magistrate's office. Also, this process does not apply to the attendance expectations established for the Prom and Homecoming dance.** If the High School Attendance Committee denies an Application for Waiver,

the student/parent may appeal to the Central Office for further action.

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

### **WASHINGTON HIGH SCHOOL APPLICATION FOR WAIVER OF ABSENCE(S)**

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

In addition, please be reminded that:

1. Before applying for the waiver of days, the student must exceed the allowable number of absences: 10 absences in a semester course or 20 absences in a full year course.
2. The student’s parent/guardian must fully complete and sign the application including a detained explanation of the reason for the waiver request. The complete application should be return to the Attendance Office for further processing.
3. Submitted with the application for waiver should be any pertinent document, which supports the request for waiver. In most cases, this document would be in the form of a letter of explanation from a doctor (a doctor who ordered the student to stay home from school or a doctor who cared for the student during the student’s hospitalization.) A note from doctor’s office which simply verifies a patient’s appointment is not acceptable verification of a “chronic health condition,” unless it is a follow up or necessary appointment as a result of a chronic health condition.

### **ABSENCES**

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

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

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

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

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

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

Medical excuses from a physician’s office stating “per conservation with ...”

**WILL NOT BE RECOGNIZED AS A LEGITIMATE MEDICAL EXCUSE.**

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

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

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

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

**CONSEQUENCES FOR ABSENCES:**

- At **3 unexcused days**, parents will be notified by letter of the 3 absences and Blueprints and/or school faculty will contact parents to schedule a meeting (school attendance improvement conference) at the school with parents/guardian, student and school personnel. A phone conference may be arranged if necessary.
- At **6 unexcused absences**, a child is considered habitually truant and may be referred to Children and Youth Social Service Agency (CYS) and/or a

citation issued to the district magistrate.

- After **13 Non-Medical, Excused and/or Unexcused, absences**, the parents/guardians of students under the age of 13 will be cited by the district magistrate. For students aged 13 and older, the citation will be issued in his/her name.
- **Every 5 Non-Medical, Excused and/or Unexcused absences**, after the initial citation, **additional citations will be issued.**
- IF A STUDENT'S NON-MEDICAL ABSENCES TOTAL MORE THAN 20 DAYS IN A SCHOOL YEAR, THAT STUDENT MAY BE SUBJECT TO RETENTION DUE TO A LACK OF EXPOSURE TO INSTRUCTION AND THE CURRICULUM.

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

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

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

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

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

### **TARDINESS**

Doors open at 8:10. Students who are tardy must receive an admission slip from the office. **Grade 7 through grade 12** students will be marked tardy **after 8:20**.

**7 through 12 students arriving between 11:01 and 1:01** will be considered half-day absent. Students arriving **after 1:01** will be considered absent for the day.

### **CONSEQUENCES FOR TARDIES**

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

- After 10 non-medical tardies, a letter will be sent to the parents/guardians reminding them of the 20 day limit.
- Citations will be issued after 25 tardies then again after every 5 additional tardies.
- After every 5 unexcused tardies post 8:20, students will receive a 1 hour Principal's Detention. **Once a student reaches 25 unexcused tardies,** students will receive a Saturday Detention (9:00am-12pm)

### **EARLY DISMISSAL**

Parents/guardians are requested to schedule **all** medical and dental appointment for their children after the regular school day. If it is essential that such appointments be scheduled during the school day, the parents/guardians must submit a note to the school office requesting the early dismissal. The children must present the early dismissal slip at the school office prior to leaving the building. A parent/guardian must sign the student out at the receptionist's desk. If a student returns before school is out, he or she must report to the receptionist for an admission slip with a medical or dental excuse.

**Any student involved in extra-curricular activities that has an early dismissal must return to school within 90 minutes of leaving the building to be eligible to participate.** Students **must** report to the office upon returning to school to be re-admitted to class. Any student receiving an early dismissal due to illness is **not** permitted to participate in any school activity that day.

**7-12** Early dismissal before 11:00 will be considered absent for the day. Early dismissal from 11:01-1:20 will be considered absent ½ day.

### **CLASS TRUANCY**

Students are responsible for attending all of their classes. If a student cuts class **five (5) times a citation will be issued from the magistrate**. Students may not miss or be tardy for a class to work with another teacher without **prior** written consent. Missing class because of being ill in the restroom is an unacceptable excuse. Students sent to the library, health room, guidance office or any other area must report to their destination within four (4) minutes or they will be reported as missing from class.

When you cut class or miss class because of truancy, you are not permitted to make up the class work.

## CAFETERIA

Breakfast will be served a la carte every school day upon students entering the building at 8:20.

All students remain in the school building for lunch. Students must read and follow the guidelines that are posted on the walls of the cafeteria. These guidelines were written to ensure that the cafeteria could be a place where students can enjoy their lunch with friends in a clean, neat and friendly atmosphere.

Students who misbehave in the cafeteria will be assigned to the **Isolated Lunch Room**.

WSD is a CEP qualified school and therefore all students K-12 receive Breakfast and Lunch, free of charge.

## DRESS CODE AND GROOMING FOR STUDENTS

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

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

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

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

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

**Students will be asked to return home to change their clothing, to change their clothing within the school building or to add additional clothing in the event that the Building Administrator believes that this policy is violated. When length or style of hair presents a health or safety hazard, some type of covering shall be used.**

Students may be required to wear certain types of clothing while participating in physical education classes, shops, and extracurricular activities or in other situations when special attire may be required to ensure the health and safety of the student.

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

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

- A. All shirts and blouses must cover midriff, back, sides, cleavage and all undergarments including bra straps at all times. Abbreviated tops (halter, tube bare midriff, muscle shirt or sleeveless attire that exposes underwear (including sports bras), is

- too low cut, or does not have form fitting armholes is not permitted.
- B. Shorts, skirts, divided skirts, dresses and culottes must be longer than a student's palm of hand when standing in a normal position with the arms down.
- C. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.
- D. All clothing, jewelry or tattoos shall be free of the following: profanity, violent images, offensive, sexually suggestive phrases or images, gang related symbols, alcohol, tobacco, drugs or advertisements for such products.
- E. Safe footwear must be worn. Students shall not wear roller skates, skate shoes, or any other type of footwear that could constitute a safety hazard. Students are prohibited from wearing steel toed boots or shoes to school.
- F. See through or mesh fabric clothing may only be worn over clothing meeting the aforesaid requirements.
- G. Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
- H. Clothing not properly buttoned, zipped, fastened or with inappropriate holes or tears shall not be worn.
- I. Clothing or footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- J. Bandanas and other headgear such as hats, hoods, scarves, and skullcaps are not permitted to be worn inside school buildings during the regular school hours, except headwear worn for legitimate religious purposes. In addition, hair rollers, hair curlers, plastic hair bags, hairnets, sweat bands are also not permitted during school hours. Hats or other coverings may be worn during outside physical education activities.

- K. Students shall not, except when entering or leaving the building, wear outer garments such as jackets or winter coats during the school day.
- L. NO plain white tank top/see through garments.
- M. NO spaghetti strap shirts

#### **CELL PHONES AND ELECTRONIC EQUIPMENT**

The possession of cell phones/tablets are prohibited by WSD Policy #554.

Junior/Senior High School Students are not permitted to access their mobile device during the school, and all mobile devices must be turned off and placed in a Yondr Pouch when entering the building. If a device cannot fit into the Yondr Pouch, it is prohibited from being brought to school.

Possession and use of cell phones and electronic devices are prohibited and may be confiscated under District #554 and #516.

#### **Success – My Own Responsibility**

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

#### **PARENT-TEACHER CONFERENCES**

The school district encourages conferences between teachers and parents to discuss student progress. Arrangements can be made for parents to visit with the teacher before school, after school dismissal, or at a mutually agreed time. Call the school to schedule an appointment.

Parents are not permitted to visit a classroom without prior arrangements.

#### **SCHOOL VISITATIONS**

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

### **HOMEWORK**

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

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

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

### **HONOR ROLL**

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

### **PHYSICAL EDUCATION**

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

### **RESPONSIBILITIES FOR BOOKS AND EQUIPMENT**

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

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

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

### **STUDENT MEDICATION**

Students taking any medication during school must have the medication registered with the school nurse with a physician's order. Please check with the nurse regarding the policy on administration of prescription and non-prescription medication. A form will need to be completed by your doctor and on file in the health office. The proper authorization form can be found on our website under Health Services. Any student requiring daily medication for an identified need must have his or her prescription filled on time. If a student comes to school without his/her medication and it becomes a safety issue, the parent will be called and asked to come get his/her child. Parents will be notified when their child's prescription needs



to be refilled. Medication ordered to be administered once daily is to be administered before school hours. Medication that is to be administered 3 times daily is to be given immediately before school, directly after school and at bedtime. Please contact the school nurse with any questions or concerns regarding medication administration and medical accommodations during school hours.

## HEALTH SERVICES

### Mandated Services

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

- Height, weight and BMI screenings
- Vision screenings
- Hearing Screenings
- Physicals for all 11th grade students

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

The Pennsylvania Department of Health also mandates that all 11th grade students have a physical. The school will provide a physical by the school physician for free, but the student may be examined by his or her family physician at your own

expense. A private physician form may be downloaded from the district's website or requested from the school nurse. All students in 11th grade must have a school physical, sports physical or private physician physical on file by the end of the school year per state requirements.

## GUIDELINES FOR STUDENT BEHAVIOR STUDENT RESPONSIBILITIES

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

- A. Students' responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- C. It is the responsibility of the student to:
  1. Be aware of all rules and regulations for student behavior, and to conduct themselves in accordance with them.
  2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and to the protection of school property.
  3. Dress and groom them so as to meet fair standards of safety and health, and so as

not to cause substantial disruption to the educational processes.

4. Assume that a rule, until waived, altered, or repealed, is in full effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily except when excused, and be on time at all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers or publications and indecency or obscenity in spoken or written language.

### **FREEDOM OF EXPRESSION**

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

1. Do not be obscene.
2. Do not ridicule a person.
3. Do not injure a person's reputation.
4. Do not cause disruption of the school operation.

\*Violation of the right of Freedom of Speech:

Two Tests

\*Clear and present danger

\*Material and substantial disruption

### **SCHOOL-WIDE RULES**

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



### **DISCIPLINARY PROCEDURES**

**Level I Offenses** shall include those minor disturbances created by a student that disrupts the normal teaching situation but which can usually be handled by the individual classroom teacher or staff member alone.

Level I offenses include but are not limited to:

- Minor Insubordination
- Unexcused Class Tardiness
- Failure to Complete Assignments
- Failure to Carry Out Directions
- Cheating
- Lying
- Abusive Language (not including verbal intimidation or profanity)
- Chewing Gum
- Creating a Disturbance in the Classroom
- Running in the Classroom, Hallways, etc.
- Pushing and Shoving
- Throwing Snowballs while on School Property
- Eating/Drinking During Instructional Time

**Level II Offenses** shall encompass misbehavior, the frequency and/or seriousness of which tends to disrupt the educational climate within the school. A Level II offense may result from the continuation of unmodified Level I misconduct.

This classification may also include, but shall not be limited to:

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

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

- Destruction of Property / Vandalism
- Theft/attempted Theft
- Breaking/entering another person's locker
- Falsely activating the fire alarm
- Indecent exposure
- Physical Abuse of others / Fighting
- Smoking/violation of District's Tobacco Policy
- Second occasion on which a student knowingly possesses, uses or is under the influence of a controlled substance, look alike drug, or alcoholic beverage and/or related paraphernalia (Student is cooperative.)
- Second occasion on which student possess prescription medication/ medical device without first properly registering the medication/ medical device with the School Nurse in accordance with District policy

**Level IV Offenses** may result from the continuation of unmodified lower level misconduct. Level IV offenses shall also include act resulting in violence to persons or property, or

which pose a direct threat to the safety of others within the School. This classification of offenses, the severity of which may require removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of School Directors, shall include but not be limited to:

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

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

#### **Definition of Consequences**

DETENTION – After-school detention

TIME-OUT – Isolation from class

IN-SCHOOL SUSPENSION – Isolation of classes with behavioral intervention instruction

TEMPORARY SUSPENSION – 1-3 days of out-of-school suspension

FULL SUSPENSION – 4-10 days of out-of-school suspension

(Students suspended are responsible for all make-up work.)

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

detention will result in further disciplinary action.

### **IN-SCHOOL SUSPENSION AND DETENTION POLICY**

If In-School Suspension (ISS) or detention is assigned, it shall be served on the day(s) assigned.

If a student fails to report for detention or ISS for any reason, the penalty will be a possible suspension.

Detention or ISS is not designed to be served at the students' convenience.

Detention or ISS will be served in a designated room.

Students are not permitted to leave the room for any reason before the detention or ISS time is completed.

Study materials should be brought to detention or ISS.

There will be no sleeping during detention or ISS.

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

### **EXTRA-CURRICULAR ACTIVITY POLICY**

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

### **ATHLETIC ELIGIBILITY**

Grades will be checked every Thursday afternoon. Any student-athlete with two or

more F's as of 10:30 Friday will be ineligible – according to the PIAA rule – from Sunday through the next Saturday, regardless of whatever extenuating circumstances there might be causing the player to be ineligible.

### **BULLYING POLICY**

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

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

### **DRUG AWARENESS**

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

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

1. All dangerous controlled substances prohibited by law
2. All alcoholic beverages

3. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy.

### **DRUG POLICY**

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

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

### **SEARCHES**

1. Lockers are school property and not personal. Lockers are subject to search and seizure. The principal or their designee may search your locker if he/she believes it to contain something that violates either a law or school policy. Unless there is an emergency, you should be present if your locker is searched. The principal or their designee and another member of the school staff is to be present during a locker search. Refer to Policy #521 of the Washington School District Policy Manual.

2. Can you be searched? YES. Such a search shall be conducted by a school official of your own sex and in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against you in disciplinary juvenile or criminal proceedings. Refer to Policy #523 of the Washington School District Policy Manual.
3. Any car parked in lots under the jurisdiction of the Washington School District is also subject to search if a violation of law or policy is suspected. Refer to Policy #522 of the Washington School District Policy Manual.

### **TOBACCO POLICY**

Possession or use of tobacco, lighters, or matches is prohibited.

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

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

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

### **WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

In accordance with the Weapons and Dangerous Instruments Policy No. 551, a complete copy of which is available in the Administrative Offices of the School District for inspection and review, students are hereby notified that possession of a weapon or dangerous instrument as defined in said Policy, which includes, but is not limited to, any knife, cutting instrument, ice-pick, cutting tool, club, chains, blackjack, metal knuckles, firecrackers, explosive device, nun-chuck stick, shotgun rifle, firearm, starter's pistol, gun or similar device from which a projectile may be discharged (including a pellet gun, BB

Prior to the admission of any student, the parent or guardian shall provide a sworn statement stating whether a student has previously been suspended or expelled for an act or offense involving weapons, alcohol, or limited to, keeping or holding a weapon in the locker of a student, on a bus, or in a vehicle maintained for a student and the ability to direct another person who is in possession or has possession of said weapon.

gun, etc.) and firearm or other weapon which is not loaded or which lacks a component part or device necessary to render it immediately operable, is prohibited on school grounds, at school-sponsored activities, on buses or other vehicles of Washington School District.

Any weapon in the possession of a student shall be permanently forfeited and said possession shall be reported to the Washington City Police Department and the Department of Education. Possession shall include but not be limited to, be expelled for a period of not less than one year.

# WASHINGTON SCHOOL DISTRICT

Together We Make a Difference!

## 2023 – 2024 Student Handbook Acknowledgements

Student Name \_\_\_\_\_

Homerom: \_\_\_\_\_

Locker No. \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

My son/daughter and I have reviewed the contents of the Student Handbook. Together we acknowledge the expectations, procedures, consequences, the mission and goals of Washington School District and Washington High School.