

WYOMISSING AREA JUNIOR/SENIOR HIGH SCHOOL

Dr. Corey Jones
PRINCIPAL

Mrs. Ginger Johnson
ASST. PRINCIPAL

Mr. Jason Zeigler
ASST. PRINCIPAL

Name _____

Address _____

Town _____

Home Phone _____ Auditorium Seat _____

Homeroom _____ Locker _____

Students must be familiar with the contents of the student handbook and be able to locate it at any time. Destruction of the student handbook or the removal of any pages is prohibited. Lost books must be replaced at the student's expense. The student handbook is also accessible on the Jr/Sr High website. Policies listed in this handbook are available on the District website at http://wasd.ss18.sharpschool.com/school_board/policies.

ADMINISTRATIVE STAFF

Mr. Robert L. Scoboria, Superintendent

Mr. Mark Boyer, Business Administrator

Mr. Scott Arnst, Dir. of Information Technology

Mrs. Dariely Marrero, Dir. of Food Services

Dr. Melissa L. Woodard, Assistant Superintendent

Dr. Jessica Lenge, Director of Pupil Services

Mr. Michael Cafoncelli, Dir. of Facilities, Safety, & Security

Mrs. Jennifer Mangold, Supervisor of Assessments &
Instructional Interventions

WYOMISSING AREA BOARD OF SCHOOL DIRECTORS

Mrs. Kathryn K. Harenza, President; Mrs. Terrie A. Taylor, Vice President; Mr. Steven E. Pottieger, Treasurer;
Mrs. Laurie M. Waxler, Asst. Board Secretary; Mrs. Rachel E. Kuhn; Mrs. Melissa G. Phillips; Mr. Ryan S. Redner;
Ms. Esmine V. Townsend; Mrs. Maria C. Ziolkowski

INSPIRING EXCELLENCE, ONE SPARTAN AT A TIME

It is with great pleasure that we take this opportunity to welcome you to Wyomissing Area Jr/Sr High School. We are extremely proud of the programs we offer our students and we encourage you to make the most of your time with us.

This handbook is the property of the Wyomissing Area School District. The policies and procedures contained in this handbook are designed to establish a positive school climate. This information has been carefully prepared to help you and your parents learn as much as possible about school policies and procedures and the services we offer our students.

Your teachers are eager to help you achieve your academic and personal goals and to prepare you for a successful adult life. Along with your academic pursuits, we urge you to get involved in co-curricular activities. These activities are designed to help you enjoy school life. Remember, your success is directly related to your efforts.

Our “Commitment to Excellence” is our promise to you and our expectation of every student.

We believe that all students must:

- Share the responsibility for their learning.
- Contribute responsibly to the quality of their learning environment.
- Be accountable for their actions, choices and behaviors.
- Show respect for others including their peers.
- Be equally valued and be equitably treated.
- Have the opportunity to learn to their highest level of ability.
- Realize their dignity and self-worth.
- Be respected and earn that respect.

We believe that parents must:

- Create an environment that supports learning by establishing a work area in your home for studying, and supervising homework completion.
- Be actively involved in their child’s education by regularly monitoring your child’s attendance, grades, and behavior online via the parent portals of PowerSchool and Schoology, and asking questions about your child’s progress with his/her teachers on an on-going basis.
- Take primary responsibility for teaching ethics, values, morals, and citizenship to your children.
- Be positive role models, and promote the school rules in this handbook.

Mission Statement

Inspiring Excellence, One Spartan at a Time!

Vision Statement

The Wyomissing Area School District aspires to:

- Prepare students to excel in their global community;
- Offer rigorous academics and enriching extracurricular opportunities;
- Provide innovative opportunities to support all learners;
- Attract and retain educators of impact; and
- Create a culture that fosters strong relationships, dignity and growth.

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SCHOOL DAY SCHEDULES

Regular Schedule

7:20 – 8:00	AM Detention
8:05 – 8:13	Homeroom/Announcements
8:16 – 8:57	Period 1
9:00 – 9:41	Period 2
9:44 – 10:25	Period 3
10:28 – 11:09	Period 4
11:09 – 11:39	Lunch 1 (Junior High)
11:12 – 11:53	Period 5/6 (Senior High)
11:53 – 12:23	Lunch 2 (Senior High)
11:42 – 12:23	Period 6/7 (Junior High)
11:56 – 12:37	Period 7/8 (Senior High)
12:26 – 1:07	Period 8/9 (Junior/Senior High)
12:37 – 1:07	Lunch 3 (Senior High)
1:10 – 1:51	Period 10
1:54 – 2:35	Period 11
2:34	Announcements (if needed)
2:35 – 3:05	Period 12 (Activities, Clubs, Tutoring, PM Detention)
3:25	Sport programs begin practice

PM Detention is held Monday through Thursday only.

**Saturday morning detention is held 8:00 – 11:00.

Two-Hour Delay

*No AM detention

10:05 – 10:14	Homeroom
10:17 – 10:43	Period 1
10:46 – 11:12	Period 2
11:15 – 11:41	Period 3
11:44 – 12:10	Period 4
12:13 – 12:39	Period 5/6 or Lunch 1
12:42 – 1:08	Period 6/7, 7/8 or Lunch 2
1:11 – 1:37	Period 8/9 or Lunch 3
1:40 – 2:06	Period 10
2:09 – 2:35	Period 11
2:35 – 3:05	Period 12 (Activities, Clubs, Tutoring, PM Detention)
3:25	Sport programs begin practice

Three-Hour Delay

*No AM detention

11:05 – 11:10	Homeroom
11:13 – 11:33	Period 1
11:36 – 11:56	Period 2
11:59 – 12:19	Period 3
12:22 – 12:42	Period 4
12:45 – 1:05	Lunch 1, or Period 5/6
1:08 – 1:28	Lunch 2, or Period 6/7 or 7/8
1:31 – 1:51	Lunch 3, or Period 8/9
1:54 – 2:13	Period 10
2:16 – 2:35	Period 11
2:35 – 3:05	Period 12 (Activities, Clubs, Tutoring, PM Detention)
3:25	Sport programs begin practice

Wyomissing Area Jr/Sr High School

630 Evans Avenue

Wyomissing, PA 19610

Phone (610) 374-0739

Fax (610) 374-6012

Superintendent	Ext. 1106
Asst. Superintendent	Ext. 1106
Special Education	Ext. 1112
Principal	Ext. 2132
Assistant Principal <i>Grades 10 - 12</i>	Ext. 2125
Assistant Principal <i>Grades 7 - 9</i>	Ext. 2122
Athletic Office	Ext. 3138
Guidance Office	Ext. 2126
Attendance Office	Ext. 2147

School Hours: 8:05 AM – 2:35 PM

Office Hours: 7:30 AM – 3:30 PM

Closing of School Because of Inclement Weather

When roads are in such a condition to seriously affect the operation of the school buses or in any way jeopardize the well-being of students, the schools of the district may be closed. Any changes to the opening of school will be **posted on the district website. Please do not call the school.** Any changes to the opening of school will be communicated in the following ways: e- alert parent/guardian phone calls, district social media sites as well as the district website. Announcements will also be posted to WFMZ Channel 69 TV and WGAL Channel 8 TV. **Please do not call the school to inquire about a school closure and/or delay.”**

Directions on how to sign up and/or update contact information can be found on our website: http://wasdwjsh.ss18.sharpschool.com/for_parents/parent_resources/update_e_alert.

Berks Career & Technology Center students should be aware that in the event the Career Center has a delayed opening or are closed but the High School is open, they are not required to report to the High School until their Period 5/6 classes. BCTC students who arrive at the JSHS prior to Period 5/6 will report to the Library for a silent Study Hall.

DISTRICT CALENDAR INFORMATION

Information concerning the following policies, procedures, informational items can be found by accessing the K-12 calendar information quick link on the Wyomissing Area website (<http://www.wyoarea.org>).

- Admission of Beginners
- Educational Planning
- Food Services
- Health and Medical Services
- Parent Notifications
- Policy of Nondiscrimination in School & Classroom Practices
- Programs of Study
- Pupil Services and Procedures
- Special Programs
- Student Records
- Tax Information
- Transfers

STUDENT CODE OF CONDUCT

The Pennsylvania Public School Code of 1949 specifically charges the School Boards of the Commonwealth to establish reasonable rules governing the conduct and discipline of all pupils under the supervision of the School District. The Student Code of Conduct of the Wyomissing Area School District is designed to meet that charge and to assist students, parents, teachers, administrators, the Board of School Directors, community agencies, and the community-at-large, to establish and maintain an environment that is personally safe, fosters an atmosphere of mutual trust and respect, and allows students to develop to their fullest potential.

This Student Code of Conduct outlines the authority of the school concerning the conduct and behavior of all students, grades 7 through graduation, during such times as students are under the supervision of the School District, including the time required in going to and from their homes, and including the conduct and behavior of students while under the supervision of the School District at school-sponsored events, exercises, games, and programs.

Student behavior off school property, which is directly connected to the student's enrollment in the school district or participation in school activities, is also subject to the student code of conduct. For instance, a

student posting material on a website that is threatening or harassing to a teacher could face school consequences even though the student posted it from home on his/her own computer.

The purpose of this student code is to make known the responsibilities of each student and the school in order to provide for the best possible learning climate. It was developed to assure that each student would be treated fairly and equitably. The success of this code is dependent upon the cooperation of all members of the school community.

ACCEPTABLE INTERNET USE POLICY #815

Access to the Internet is only available if a parent has granted permission by signing the Internet Guideline Form. The student's signature is also required. The forms remain in the student's personal file from school year to school year. District network accounts will be used only by the authorized owner of the account for its authorized purpose. Network users shall respect the privacy of other users on the network. Network users must agree to the District guidelines for Internet use and follow all portions of this policy.

The following uses of the WASD network are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-District related work.
4. Use of the network for product advertisement, union solicitations and recruitment or political lobbying.
5. Use of the network for hate e-mail, discriminatory remarks and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
7. Use of the network to access obscene, pornographic, lewd or otherwise illegal material, images or photographs.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords and data belonging to other users.
11. Impersonation of another user.
12. Installation or use of unauthorized games, programs, files or other electronic media.
13. Use of the network to disrupt the work of other users.

14. Destruction, modification or abuse of network hardware and software.
15. Quoting personal communications in a public forum without the original author's prior consent.
16. Use of any data mining, bots, or similar data gathering and extraction methods in violation of any person's or entity's rights.

More information regarding the iPad 1:1 technology initiative can be found in policy #815 on the district website.

ATTENDANCE POLICY

Compulsory Attendance

Compulsory school attendance is enforced in the Wyomissing Area School District. **Every student of compulsory school age must be in attendance every day that school is in session. Excusal from school attendance is not a function of the home.** Upon *written request* from a parent or guardian, the principal or designee may excuse a student's absence from school for the following reasons:

1. Student illness
2. Quarantine
3. Death in the immediate family
4. Recovery from an accident
5. Required court attendance
6. Religious holidays
7. Excused trips not to exceed five (5) consecutive days or ten (10) cumulative days in a given school year. **Trips may not be approved during state testing, midterms, or final exams. Approval may be denied for trips scheduled on snow make-up days listed on the school website.** Please see the school district website for dates of PSSAs, Keystones, midterms, final exams, and snow make-up days.
8. Attending commencement is a privilege that is earned through hard work and dedication. In order for seniors to participate in commencement, they are expected to be present for school for a minimum of 90% of their senior year. Failing to do so will result in their exclusion from participating in commencement.

Absences not listed above shall be unlawful. Unlawful absences can include absences that result from parental neglect and illegal employment.

Release of Students for Appointments

Students are encouraged to remain at school for the entire instructional day; however, emergencies may occur and permission to be released may be granted. Under these circumstances, a written request signed by a

parent is to be directed to the reception window for approval before the start of the school day. If the appointment time allows, students are expected to attend school prior to and after appointments.

Early Dismissal/Return to School

Students returning to school from an early dismissal (medical appointments, etc.) must report to the reception window. Teachers will not admit returning students to class without the appropriate signed pass.

Tardy to School

Students must adhere to the following schedule:

1. All students must be in Homeroom by 8:05 AM.
2. All arrivals to school after 8:05 AM are considered tardy. Students arriving to school after 8:05 AM must report to the Attendance office. Homeroom teachers will not admit tardy students to class without the appropriate signed pass from the Attendance office.
3. All tardy students will be considered tardy unexcused unless the parent or guardian provides a note acceptable by the school administration to the Attendance office at the time of arrival. A parent note will be accepted no more than 6 times per school year to excuse a tardy arrival. After 6 parent notes, a medical note is required or the tardy will be considered unexcused.
4. Students arriving after 9:45 AM will be considered absent for a half day. **Please note:** Students who participate in athletics or activities must be in school by 9:00 AM. Students arriving after 9:00 AM may not participate in athletics/activities that day unless prior approval has been granted.
5. Students acquiring more than three (3) unexcused tardies in a semester will be referred to an administrator.

Documenting an Excused Absence

When a student is not present when attendance is taken, the custodial parent will receive an email, an SMS text message, and a phone call reporting the absence. The email message will have an excuse note as an attachment. This note must be completed and submitted within three days of the student's return to school. After five (5) consecutive days of absence, a medical excuse is required.

After 10 absences excused solely by a parent's note, an excuse from a physician will be required with each subsequent absence (other legal excuses such as court appearance, funerals, etc. can also be allowed if verified by parents/guardians). If the physician's note is not received, the day will be considered unlawful. In addition, accumulated time missed from school due to excessive tardiness may be dealt with in this same manner.

Notices from the school will be mailed home when a student accumulates three (3) and six (6) unlawful absences, and also when a combined total of ten (10) excused and unexcused absences is reached.

Excused Absences

1. Within 3 days of returning to school, the student is required to bring a note, signed by a parent or guardian, stating the student's name and grade, the reason for the absence, and the dates of absence.
2. Students shall report to the reception window with their excuse note within 3 days of their return to school, otherwise the absence will be considered unlawful.

Pre-Arranged Absences

(Religious Holidays, Educational Trips, etc.)

Permission will be granted for pre-arranged absences only upon receipt of **written request** from a parent or guardian. Written requests must be submitted to the reception window **24 hours in advance**. The student will receive a blue Pre-Arranged Absence Form to have signed by teachers and administrators. The student has the responsibility to secure assignments from teachers and to complete all written work and exams that take place during the absence.

Students must return the completed form to the attendance office one day prior to the absence.

Excusals for Non-temporary Reasons

Doctors' notes must be updated every 3 months for extended medical needs as indicated in Pennsylvania school code 11.34.

Once a standing medical note has been used ten times, the treating medical provider will need to be contacted daily for any time out of school to be excused regarding the stated medical condition.

Please note: In an effort to improve communication and coordinate care with physicians who are treating students with chronic medical conditions, a release to speak to the treating physician will need to be on file with the school nurse.

Unexcused/Unlawful/Illegal Absences

Absences for reasons other than those stated in #1 - #7 under Compulsory Attendance shall be considered unexcused. **In addition, should a student not provide the school with parental verification explaining his/her absence, the absence is truancy and is subject to disciplinary action and citation of truancy with fines through the District Justice.**

Note: All children of compulsory school age, from the date of entrance into first grade until age seventeen, are unlawfully absent from school for any unexcused absence.

As provided by Section 1333 of the Pennsylvania Public School Code of 1949, the Wyomissing Area School District may take legal action against parents or guardians of children, or the children themselves, who are of compulsory school age and are unlawfully absent from school.

Unlawful Absences

1. When a child has three (3) unlawful absences, the school will issue the "First Official Notice" as required by Section 1354 of the Pennsylvania School Code.
2. Any additional unlawful absences will be considered a second offense and may require the serving of a warrant on the parent or student by an alderman, magistrate, or justice of the peace - Section 1333 of the Pennsylvania School Code.

Unlawful absences may result in students not being eligible to make up missed work. Students and parents/guardians are encouraged to ensure that all absences are excused.

Make-up Work ~ Excused Absence

Students must initiate a meeting with their teachers on the day they return from an absence to develop a plan to make up all missed work. Students shall be afforded two (2) days to make up all work for each day of excused absence; however, students and teachers should attempt to schedule all work within the earliest possible time frame. In instances of one day or multiple-day absences which were pre-arranged, students should be prepared to start making up tests and missed work as early as the same day they return to school. Teachers may schedule tests to be made up after school, during study halls, or during their class while the test is being reviewed.

In the case of excused absences during semester or final exams, students are responsible to make arrangements with their teachers to take their exams in the order of occurrence, during the first available make-up time slot, and at a rate of no more than 3 exams per day.

Leaving the Building

Students are not permitted to leave the building at any time during the school day without administrative approval.

Student Visits

Any student visiting the building must be hosted by a family, staff member, or be a member of a Board approved

program. This request must come from a School Counselor on behalf of the visiting student or a family whose child is a current student at WAJSHS and who will accompany the guest throughout the school day. Applications to visit are available in the Counseling Office.

BULLYING/ CYBERBULLYING POLICY #249

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

Furthermore, all forms of bullying/cyberbullying by School District students are hereby prohibited. Anyone who engages in bullying/cyberbullying in violation of this Policy shall be subject to appropriate discipline. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The term **bullying/cyberbullying** shall mean intentional electronic, written, verbal, physical acts, or series of acts, perpetrated by a student or group of students, on another student or students, which occurs during the school day, on school property, in a school vehicle, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the School District; or occurs outside of the school day or off school property that satisfy all of the criteria listed below:

1. Is severe, persistent or pervasive;
2. That has the effect of doing any of the following:
 - a. Substantially interfering with a student's education;
 - b. Creating a threatening environment; or
 - c. Substantially disrupting the orderly operation of the school.

School and school setting shall mean in the school buildings, on school grounds, in school vehicles, at a designated bus stop or any activity sponsored, supervised or sanctioned by the School District.

BUS BEHAVIOR

Bus Stop

1. Good rules of safety should be observed in walking to and from the bus stop. When walking along a traveled highway or street, students will walk facing the traffic.

2. While waiting for the bus on private property, students will exercise respect for others.
3. While waiting for the bus, remain off the traveled portion of the roadway. Students will stay in place until the bus has come to a complete stop and then board the bus in single file without running or pushing.
4. Students should not arrive at the bus stop too early or too late. A five-minute wait at the stop is a good rule to follow.
5. When leaving the school bus, students should wait for the driver to signal that the way is clear and cross in front of the bus.
6. All school rules apply on the bus and at the bus stop just as they do inside the school building.
7. For the safety of all students, bus drivers may ask students to show a student ID and/or to give their name before boarding a bus. Failure or refusal to provide this will result in discipline.
8. Students are only allowed to ride the bus to which they are assigned.

On the Bus

1. The bus driver is in a position of responsibility and, therefore, commands the same respect and authority on the bus as the teacher does in the classroom.
2. Talking in a normal tone is permitted, but loud talking, whistling, eating, smoking, tampering with bus equipment, hanging out of a bus window or door, or throwing objects out of the bus is forbidden.
3. Students will remain seated until the bus has come to a complete stop.
4. Proper standards of courtesy and decency shall be expected at all times.
5. Help keep your bus clean and free of litter.

If discipline problems arise, a building administrator will be notified. Riding the school bus is a privilege, not a right, which can and will be revoked if the rider fails to observe the rules of good conduct and safety.

Cameras on Buses

Wyomissing Area school buses have video cameras. These cameras will be used to record video of student behavior on the bus. Students (and any others riding the buses) should expect that what they say would be recorded. Therefore, by choosing to ride the bus, the student and his/her parent are consenting to video recording.

CHEATING (located in POLICY #218)

Cheating in any situation is a very serious offense. Cheating is defined as copying or plagiarism from another's work or assignment; also, the use of unauthorized

materials or aides during testing; or the facilitation of cheating, i.e. disclosing test questions, sharing writings, etc. Teachers may use services such as Turnitin.com to identify plagiarism.

Consequences for cheating may include a zero for that particular examination or assignment, parental contact, and other forms of discipline (see “Level II violations”).

DETENTION

Detention Regulations

1. Detentions for disciplinary reasons are assigned by teachers, the principal, or designee. Teachers often assign students to attend an after-school class with them to do academic work that is overdue. The “12th period” assignment should not be confused with disciplinary detention that a teacher or principal assigns. However, refusing to attend that 12th period class time is considered defiance and can result in disciplinary detention or other consequences.
2. Afternoon detention is held Monday through Thursday from 2:35 PM until 3:05 PM. A late bus is provided for all bus riders after detention.
3. Students will use detention time to study, do written work, or engage in subject-related reading. No unauthorized talking or disruptions of any kind will be permitted, or the detention will be voided and reassigned.
4. Unexcused absence from detention will result in additional detentions or other consequences, which can include suspension from school.
5. Students who break rules at the end of the school year that warrant detention consequences may be assigned to serve those over the summer or at the beginning of the following school year.

Saturday Morning Detention

Students will be assigned by the principal or designee to the Saturday morning session in the cafeteria from 8:00 AM to 11:00 AM for violations of school rules as indicated in the Student Code and Student-Related Policies. Attendance is required. If a student is absent from Saturday morning detention, the parent or guardian is expected to contact the school at (610) 374-0739, extension #2125 / 2122, and explain the absence so that the detention can be rescheduled.

STUDENT DISCIPLINE POLICY #218

All Wyomissing Area School District students share in the responsibility of developing and maintaining a

climate which is conducive to wholesome learning and living. In addition, all Wyomissing Area School District students are expected to behave in a manner which will naturally bring praise and respect to themselves, families, and school. Students are further expected to maintain good school attendance, to be conscientious in their classwork, and to conform to all school rules and regulations.

The Board requires each student to adhere to Board policies and the written rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and/or during the time spent in travel to and from school and school-sponsored activities.

The Board also may regulate student conduct which occurs off school property, which would violate the Student Code of Conduct if committed on school property, and which is directly connected to the student's enrollment in the school district or participation in school activities.

The Wyomissing Area School District subscribes to all regulations of the State Board of Education of PA regarding Students Rights and Responsibilities, a copy of which is part of the discipline policy.

In cases of severe discipline problems, students may face a hearing before the Wyomissing Area School Board to consider expulsion.

The principal reserves the right to dismiss a student from any elected school office, membership in any extracurricular activity or from membership in the National Honor Society if the student's discipline record is not consistent with the school's behavioral expectation for said memberships.

If a citation is issued for disorderly conduct (section 5503 of the Pennsylvania Crimes Code), it requires a court date and typically carries with it a \$150 to \$300 fine and/or community service. Suspensions for such an offense would range from 3 to 10 days. Also, a person who knowingly causes a false alarm of fire or other emergency commits a misdemeanor of the first degree with a maximum penalty of 5 years in prison and a \$10,000 fine (section 4905 of the Pennsylvania Crimes Code). The District Justice or other appropriate ruling authority would levy these fines.

218.2 Terroristic Threats

Any action, statement, or message that building administration deems as a terroristic threat may result in

discipline ranging up through and including expulsion from the Wyomissing Area School District.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The Board prohibits any District student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the District.

Crime Code Citation 2706. Terroristic Threats.

A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:

1. Commit any crime of violence with intent to terrorize another;
2. Cause evacuation of a building, place of assembly or facility of public transportation;
3. Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience.

The term “communicates” means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

For specific information regarding levels of misconduct and further explanation of student discipline, please refer to Policy #218 on the district website.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Specific procedures for discipline of students with disabilities are outlined in Board Policy #113.1.

DRUG & ALCOHOL AWARENESS & CONTROLLED SUBSTANCES POLICY #227

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community, and reaffirms its existing policy to openly and effectively respond to the current and potential uses and abuses of controlled substances by students.

The rules, regulations, and guidelines of this policy and the District discipline code shall be used by all School District personnel in situations involving students' unlawful use, abuse, sale, distribution and/or possession of controlled substances.

Policy Violation

This policy is violated when any student, visitor, guest, or any other person unlawfully manufactures, uses, abuses, possesses, constructively possesses, distributes, or attempts to distribute controlled substances on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities in a school vehicle, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of controlled substances. Violation of this policy may result in student discipline up to and including permanent expulsion from the School District.

For specific information regarding consequences for violations and further explanation of this policy, please refer to Policy #227 on the district website.

EMERGENCY DRILLS

Fire Drills

Fire drills are conducted monthly throughout the school year. Signs have been posted at visible places to indicate the proper exits. The entire student body should be able to evacuate the building in a quiet and orderly manner.

All doors and windows should be closed, and the lights should remain on when leaving the classroom. After reaching the outside of the building, move away from the building to a safe distance, staying off all road surfaces. Upon a proper signal from administration, faculty and students will return to the building.

Intruder in the Building

Intruder drills will be conducted periodically throughout the school year. For these drills students will follow the directions of their teacher and remain quiet throughout the drill. If an evacuation is possible, students will exit the building and report to the designated area with their teacher. If evacuation is not possible, those students will remain in the classroom with their teacher.

Severe Weather

Severe weather drills will be conducted periodically throughout the school year. Students will follow the directions of their teacher and remain quiet throughout the drill.

EXTRACURRICULAR & INTERSCHOLASTIC ATHLETICS ACTIVITIES POLICIES #122, 123, &123.3

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship. As representatives of the school district, it is the responsibility of every extracurricular participant to comply with the school's code of conduct.

For purposes of this policy, **extracurricular activities** shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

For purposes of this policy, an **athletic activity** shall mean all of the following:

1. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
2. Noncompetitive cheerleading that is sponsored by or associated with the school.
3. Practices, interschool practices and scrimmages for all athletic activities.

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, via school district furnished transportation.
2. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
3. The conduct involves the theft or vandalism of Wyomissing Area School District property.
4. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

For further information on the policies associated with extracurricular activities and/or interscholastic athletics, please refer to Policy #122, #123, #123.3 on the district website.

HAZING POLICY #247

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

Please refer to Policy #247 on the district's website for additional information.

RANDOM BACKPACK & COAT CHECKING

Periodic unannounced and random checks of all book bags and coats may take place as students enter the building. Students found in possession of illicit materials and/or weapons will be disciplined and may have legal action taken against them.

RELATIONSHIPS BETWEEN ADULTS AND STUDENTS POLICY #824

Inappropriate relationships between adults and students are unacceptable at the Wyomissing Area School District. The purpose of this policy is to describe and give examples of the types of behaviors between adults and unrelated students which are inappropriate so that there is no ambiguity about what behaviors are unacceptable.

Please visit the district website and refer to Policy 824 for specific information on this policy.

THREAT ASSESSMENT POLICY #236.2

In accordance with state law, the WASD has established building-level Threat Assessment Teams ("TAT"). At the JSHS, the TAT will focus on education and awareness, intake, assessment and response, and communication and information sharing. Once the team receives a report of a

potential threat, they will assess and intervene with the student to determine the level of threat. If the student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team will immediately notify the superintendent or designee, the building principal and the school safety and security coordinator. The building principal, or designee, will immediately notify the student's parent or guardian, respond and make appropriate determinations and referrals based on the information available to the team. More information on threat assessment teams can be found in policy #236.2 on the district website.

TOBACCO/NICOTINE POLICY #222

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, cigarillo, little cigar, and pipe; other lighted smoking product; electronic cigarette, juul, vaping items; smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces, and/or all tobacco or vaping products not listed in this policy.

For purposes of this policy, **nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use, or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

The Board prohibits tobacco use, possession, or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the School District.

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property. The School District may initiate

prosecution of a student who possesses or uses tobacco in violation of this policy.

For specific information regarding this policy, please refer to Policy #222 on the district website.

STUDENT RECRUITMENT POLICY #250

In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers. Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.

Parents/guardians have the right to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.

Additional information on this requirement may be found in the "Access to Secondary Students" BEC posted on the Pennsylvania Department of Education's web site at:

<http://www.education.pa.gov/Postsecondary-Adult/PIMSPostsecondary/Pages/Postsecondary-Data-Collection-Opt-Out.aspx>

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS (attachment to POLICY #220)

The purpose of this policy is to help maintain a safe, positive learning environment for students and staff. Having the responsibility to be aware of the feelings and opinions of others while being given a fair opportunity to express their views. The district has no responsibility to assist students in or to provide facilities for the distribution or posting of non-school materials. All non-school materials need to be approved by the building principal before distributing or posting.

STUDENT SEARCHES POLICY #226

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The District has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Any items or material found during a search or inspection, the student's possession of which is in violation of law, District policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

For specific information regarding student searches or further explanation of this policy, please refer to Policy #226 on the district website.

SUSPENSION & EXPULSION POLICY #233

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal laws and regulations.

The Board may, after a proper hearing, suspend or expel

a student for such time as it deems necessary, including permanent expulsion.

Every principal or other person in charge of the school may temporarily suspend any student for disobedience or misconduct.

Students who are suspended from school will be able to make up work and tests missed. It is the responsibility of the student to heed the guidelines for making up work in accordance with the Attendance Policy. In addition, students should be aware that during periods of suspension, which includes weekends and holidays falling within the period of suspension, participation in extracurricular school sponsored activities, athletic events or practices, field trips, dances, performance, concerts, etc. is prohibited. Students are reminded that many college and work applications require students to list all suspensions.

For specific information regarding school suspensions and expulsions, or further explanation of this policy, please refer to Policy #233 on the district website.

WEAPONS OR THEIR REPLICAS POLICY # 218.1

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any School District buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

For specific information regarding definitions of weapons and further explanation this policy, please refer to Policy #218.1 on the district website.

GENERAL SCHOOL INFORMATION

Accident Insurance

This is a reminder to parents with a child or children attending school in our School District that we do not carry medical insurance on students, but do provide parents with the opportunity to select a primary excess group insurance plan for students. Student accident insurance can help you eliminate the possibility of out-of-pocket expenses, since many group insurance policies no longer pay full hospital and medical expenses and may require a deductible or co-insurance. Please go to the JSHS website for additional information on Student Accident Insurance.

After School Hours/Late Bus

All students who remain in the building after 2:35 PM must be under the supervision of a school staff member. Students who take the late bus home will remain with the teacher in their classroom or location until 3:05. Students must obtain a late bus pass from that staff member in order to ride the late bus. The late bus is available Monday – Friday at 3:10. Please note that the late bus is not available to students when there is a scheduled Faculty Meeting after school. These dates are announced to students in advance.

Assemblies

Assembly programs range from student productions to professional artists and groups. Whatever the type of program, much of its success rests with you as a member of the student body. Respect the efforts of those who are performing; any discourtesy reflects not only on the individual but on the school as well. Students will receive an assigned assembly seat on the first day of school. All students are required to sit in their assigned assembly seat for assemblies unless instructed otherwise.

Athletic Eligibility

Students must maintain satisfactory academic standing in order to remain eligible to participate in interscholastic athletics. If an athlete is failing two or more subjects, he/she will be ineligible for a period of one week. Further specific requirements are outlined in the Student-Athlete Handbook.

Students and parents are reminded that PIAA regulations require students to attend school a specific number of days each semester in order to remain eligible. Any student who accumulates **20 absences** in a semester will be ineligible to participate in athletics until he/she has accumulated **45 days** of attendance following that twentieth absence.

BCTC

Each Career & Technology Center is an extension of high school, which offers additional opportunities for career or technical training.

Application forms and complete course descriptions are available in the Counseling Office. The Program of Studies gives detailed information on courses available at the Centers. An applicant must be 14 years of age or older and in the 10th grade to be eligible for admission. Students who are selected will attend one of the Career & Technology Centers on a half-day basis for a morning session. Credits earned will be applied to those required for graduation by the Department of Public Education.

Bicycles

Secondary students do not need special permission to ride a bicycle to school. Bicycle racks are located at convenient locations for your use. It is the responsibility of the owner to secure his/her bike at one of these racks. Bikes are not to be locked in any area of the school grounds other than the bike racks.

Cafeteria

Please call the Director of Food Services at 610-374-0734 (ext. 1118) with any questions regarding lunches or lunch accounts.

Contacting Students During School

Parents/guardians are encouraged to contact the main office in the event of an emergency. In emergency situations, the principal or designee shall give approval before contacting the student during instructional time. To promote student responsibility and school safety, regular item drop-off is not permitted. The occasionally forgotten item can be signed in at the reception desk. Advance plans should be made between the student and parent; the office will not notify students of dropped off materials. Food purchased from an outside establishment will not be permitted in the Cafeteria.

Discipline/Attendance Exclusions from Activities ~ 9th - 12th Grade

Students who received an Out of School or In-School Suspension 3 or more times within a semester will not be able to participate in non-graded field trips and/or school functions for the remainder of that semester (i.e.: Dances, including Prom).

Students who have 10 or more unexcused/unlawful tardies and/or absences, or combination thereof, in a semester will not be eligible to participate in non-graded field trips and/or school functions for the remainder of that semester.

Athletics will follow guidelines as stated in the Student Athletic Handbook.

Dress and Grooming

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. It is the policy of the Board to ensure that guidelines are in place concerning the appropriate grooming and attire of students that will ensure the safety of all students, as well as to provide a positive learning environment for all students that is free from disruption and distractions to the learning process during the school day.

For specific dress code guidelines, please refer to the JSHS policy at https://jshs.wyoarea.org/our_school/dress_code and District Policy #221 on the district website.

Electronic Devices Policy #237

The Board maintains the right to prohibit use of electronic devices by students during instructional time. Instructional time is defined as periods of time during which scheduled courses and/or study halls meet. Electronic devices may not be used during homeroom. This prohibition could be rescinded for IEP and/or other educational needs/considerations. Electronic devices may be used during non-instructional times. Non-instructional times include before and after school, during the change of classes and during lunch in the cafeteria.

Electronic devices may not be used in detention or in-school suspension unless approved by the proctor. Use of electronic devices to aid in the learning process during instructional time is at the discretion of the classroom teacher with the approval of the Jr/Sr High School Administration.

Inappropriate use of electronic devices will result in the device being confiscated. When an electronic device is confiscated, an administrative referral is issued, and the device may be picked up by the student at the end of the school day at the earliest for a first offense. Subsequent offenses will result in a parent/guardian having to pick up the device at the end of the school day.

Equal Access Act

The district shall provide secondary students the opportunity for non-curriculum related student groups to meet on the school premises (with appropriate adult supervision) during non-instructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such

meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees. Non-instructional time is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.

Meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

Field Trips

Students must submit a signed parent permission form prior to going on a field trip. In rare emergency situations, a parent's verbal consent will be accepted. Students who violate school rules while on a school trip will be reported to the principal or designee for disciplinary action. If the violation is chronic or serious, the student may be excluded from all future class trips in addition to the normal disciplinary action being taken by the principal or designee.

Flag Salute & Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation must submit their intentions in writing to the principal with a parent/guardian's signature, and respect the rights and interests of classmates who do wish to participate.

Food/Drink in School

The cafeteria and snack bar areas are designated as food areas. Snacks and drinks may be purchased from the snack machines before school, between classes, during lunch periods, cafeteria study halls and after school. When transporting food or drink from a food area, students must place those in a secured, closed container. Students may not consume food and/or drinks in the hallways, and food and drink in the classroom will be at the discretion of the classroom teacher. Students are held responsible for discarding their trash into the appropriate containers. Students consuming food and/or drink outside of approved

areas are subject to disciplinary action. Any container will be confiscated by school personnel if it is believed to be in violation of school rules. Food purchased from an outside establishment will not be permitted in the Cafeteria.

Students should be aware that allowing food and drink during academic time is a privilege that can be revoked if abused.

Fund Raising

Students may not sell anything during school that is not sponsored or endorsed by the school. Any fund-raiser sponsored by the school has specific sales guidelines that students must follow.

POSITIVE BEHAVIOR SUPPORT PROGRAMS

GRAD Program (Grades 9 – 12)

**Building a WYO G.R.A.D.,
one Spartan at a time!**

Get to class on time & be prepared

Respectfully communicate

Appropriately interact

Do what's expected; Do the right thing!

Junior High BRAVE Program (Grades 7 – 8)

Every Day, Every Period

Being charged mentally and technologically

Respecting all people, things, language and ideas

Accepting responsibility for your learning and actions

Visualizing your success & your goals

Engaging and activating your brain

Spartans are respectful and responsible citizens!

Schools face difficult challenges when it comes to managing student behavior. Students come to school with different understandings of what's socially and academically acceptable. These support programs are a systems approach for establishing the social culture and individualized behavioral supports needed for schools to be effective learning environments for all students.

Who does this affect?

The GRAD/BRAVE programs positively affect 100% of the students. All students, staff and teachers participate in the GRAD/BRAVE programs.

Where do you redeem the tickets?

At the JSHS we use tickets to visually reinforce GRAD/BRAVE behaviors. A teacher or staff member will hand you a ticket, tell you why they handed it to you,

and continue with the lesson. You should put your name on the ticket if you plan on redeeming it. If you lose your ticket it will not be replaced. You do not have to redeem the ticket, but we do ask that you respectfully accept it if you are offered one. You may choose one of several options to redeem your tickets:

1. Enter your tickets into the monthly GRAD/BRAVE drawing. You can do this at the school store. The drawing will take place monthly.
2. Purchase an item at the school store. There are a number of small ticket items you can purchase immediately with your ticket.

Disciplinary Exclusion

If a student has any disciplinary incidents during the month of the drawing, they are not able to participate or win the prize for that month's drawing.



School Counseling Services

The School Counseling Department of the Wyomissing Area School District provides a variety of services dealing with the educational, vocational, social, and emotional development of students. Counselors are available to assist students, parents and staff in planning the best program for our students and to assist students in reaching a point where they are able to make the best decisions for themselves. Students are encouraged to consult with their counselor for personal guidance, course scheduling, and for information on grades, graduation requirements, career planning, colleges, scholarships, tutoring, study help, and testing programs.

Contacting a School Counselor

Students are assigned to a specific counselor; however, please understand, if a counselor is not available in an emergency, students are encouraged to see any one of the counselors for help. Listed below are ways to contact a counselor:

1. Email is an efficient way to obtain information and answers to questions.
2. Go to the School Counseling Office to schedule an appointment.
3. If you need to see the counselor immediately, notify your classroom teacher.
4. Regular hours are from 7:35 AM to 3:05 PM.

Please refer to the Program of Studies booklet for any questions on scheduling, graduation requirements, course descriptions, credits, promotion, class rank, 7 - 12 Honor Roll, Credit Recovery, and all other School Counseling services.

Hall Passes

Pupils must have hall passes when out of class or study hall except during the passing of class. When a student is given a pass from school personnel to attend something different than his/her assigned schedule, it is the student's responsibility to make sure the teacher of his/her regular class is informed.

Health Services

Health services are available to help students maintain optimal health status and achievement throughout their formal education. The school nurse supports this achievement by providing health care through assessment, intervention, and follow-up for all students within the school setting. The school nurse addresses the physical, mental, emotional, and social health needs of the students.

The Pennsylvania school health program mandates that school children be examined by a physician upon entry to school and again in grades 6 and 11. Dental examinations are required upon school entrance and in grades 3 and 7. These examinations may be done by a private or school physician or dentist, whichever parents prefer.

At the JSHS, growth screening and visual acuity is tested in grades 7, 9, and 11. Scoliosis screening is conducted in grade 7. Hearing acuity is tested in grades 7, 11 and upon referral by teachers, parents, and physicians. Parents will be notified of any results requiring referrals.

School physician approved over the counter medications can only be given to students with parental consent given through the PowerSchool Parent Portal. If a student requires a medication to be given during the school day, parents must follow the guidelines on the District Medication Policy and complete the form, which is found on the district's website. Students may only carry asthma inhalers and EpiPens if the proper guidelines are followed according to the school's policy and the accompanying paperwork is on file in the nurse's office. No other medications are permitted to be carried by students.

ID Cards

All students will be issued a Wyomissing Area Jr/Sr High School Photo ID card to be carried with them at all times. Students may be asked to show identification to

board buses, access the library, utilize their cafeteria debit accounts, and for attendance purposes.

In the event of damage to or loss of the ID card, a replacement will be provided at the expense of the student. The cost to replace an ID card is \$5. Students who deface, damage, destroy, or commit ID fraud of any kind may be charged for a new ID.

Library Information

The library is open throughout the school day for student use. Students are expected to behave in a considerate and respectful manner at all times. Students must exit and enter the library through the main doors. No other entry may be used.

Students may sign out library books using their student ID number/card. Books are circulated for three weeks and may be renewed. The borrower must pay for lost or damaged books. Additionally, student printers are located in the library. The library staff will assist students with printing as needed.

Locks & Lockers

Students are assigned a locker on their first day of school. Lockers are to be used for storage and the protection of your personal property. You should always make sure your locker is closed securely when not in use and you should not give your combination to anyone else.

Students who keep money or other valuable items in their lockers take the risk of having them stolen. Large amounts of money or valuables should not be brought to school, but if it is necessary that you do, turn them in to the Jr/Sr High School Office for safekeeping. In the case of physical education class, money or valuables should be locked in your gym locker or locked in your regular locker. The school is not responsible for items that are lost or stolen.

Students who are assigned a key for their locker must return the locker key at the end of the school year. An obligation for \$20 will be written for all lost or broken locker keys.

Lost & Found

If you lose an article, check the lost & found area in the Assistant Principal's office. Students are reminded to put names in textbooks and clothing. If you find an article, or have an item stolen, please report it to the Jr/Sr High School Main Office. The school district is not responsible for items stolen or misplaced. Students are reminded to respect the property of others, and to keep their lockers locked at all times. Students are discouraged from bringing non-essential items to school that are valuable. Unclaimed lost & found items will be discarded on a monthly basis.

Lost & Damaged Textbook

Pupils are responsible for maintaining the condition of all textbooks issued to them. If the book is lost or stolen, the pupil must report the loss to the subject teacher and pay for the book within one week of the loss. In addition, if the book is defaced and/or damaged, the student must pay the replacement cost of the book.

Parking Lot Privileges

1. Vehicles parked on school parking lots must be registered with the school through the Principal's office. A current parking pass must be displayed on the vehicle at all times. Vehicles without a parking pass may be towed.
2. Seniors with parking passes may enjoy the privilege of using the school parking lot, but may have this privilege revoked for disciplinary reasons. Parking passes will be issued in July. Seniors must return the tags at the end of the school year or be charged \$5.00.
3. ***Students will use the parking lot spaces assigned to them and may only park in these spaces.***
4. Students who are assigned a parking space are issued detailed parking lot regulations in July. Violations of any regulations and/or unsafe driving actions can result in loss of senior parking privileges and other disciplinary action.
5. Parking tags are non-transferrable and may only be used by the student to whom the pass was assigned.
6. Students who have not been assigned a parking space found to be parking in an assigned senior space will be ineligible for securing a spot their senior year.

Peer Mediation

Our philosophy at Wyomissing Area Jr/Sr High School is to help students better understand and resolve the conflicts they encounter in their own lives---at school, at home and in the community. Under the direction of the Guidance Department, Wyomissing Area has a very active peer mediation program, which mediates student problems. Teachers and principals recommend students to have their problems mediated.

Physical Education Program Modifications

The Wyomissing Area Jr/Sr High School will individually modify our physical education offerings to meet the temporary or long term needs of students who are unable to participate fully in their regular gym program. A parent note will be accepted to miss **one** class meeting due to a health reason. Only doctors' notes filed with the Athletic Department secretary will be accepted for a student to be excused from physical education classes for an extended period of time.

Students do not need to change their clothing for Physical Education, but they must have proper footwear. Sneakers that tie are preferable. Students who wish to change will have the opportunity to do so in the locker room at the beginning and at the end of class.

Students and parents should refer to the class syllabus for specific grading information.

We do not provide locks to students. However, students may bring in their own locks and choose a locker in the locker room that they may use for the school year. Students are encouraged to leave valuables in their school locker or secure them in their physical education locker when attending class.

Preparedness & Punctuality for Class

Students are expected to arrive to class on time and be prepared with all necessary materials, such as: writing utensil, notebook paper, textbook. Teachers will monitor the number of student tardies and incidents of unpreparedness and can assign teacher detentions for those infractions. Consequences are more severe when a student is excessively late to class.

School issued iPads are expected to be brought to school fully charged each day. Students who do not bring their iPad to class are considered unprepared and may receive disciplinary consequences.

Prohibited Items

Students may not possess the following items on school property or at school events without the explicit permission of administration.

1. Drugs, alcoholic beverages, narcotics, cigarettes, e-cigarettes, inhalants, cigarette lighters, matches, tobacco products, and look-a-likes.
2. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc.
3. Gang paraphernalia or insignia, such as rags/bandanas, etc.
4. Weapons, look-a-like weapons, guns, knives, screwdrivers, cake cutters and/or other items designed or easily used to cause physical harm.
5. Medications or pills.
6. Skateboards or rollerblades.
7. Hats and/or hoods may not be worn in the building.
8. Students may not participate in any forms of gambling on school property or at school events without permission of administration.

Registration

Wyomissing Area School District only accepts students who reside in the district. It does not accept tuition students. For more information on approved board registration guidelines, see School Board Policy No. 200.

We will be offering online registration utilizing our Student Information System PowerSchool. To register your child, please visit our website, https://www.wyoarea.org/our_district/pre-k_counts_kindergarten_registration

Before you begin the online registration process, please make sure you have the following on hand and ready as you will have the ability to upload copies into your student's registration file. (i.e. proof of residence, birth certificate, immunization record and report card or transcript from former school).

S.A.P.

The Student Assistance Program is designed to help students who are experiencing academic difficulty due to substance abuse or mental health issues. The team is made up of teachers, counselors, administrators, school nurses, and liaisons from Caron and the Center for Mental Health. Team members have special training in areas such as drug and alcohol issues, depression, family problems and suicide. SAP accepts referrals from staff, students, and parents who may be concerned about a student. ALL information remains confidential. For help or information contact the student's guidance counselor or principal.

School Dance Policy

1. All school rules, regulations, and subsequent disciplines will be in effect during dances.
2. Students may not re-enter a dance once they leave.
3. Students choosing to leave a dance or who are asked to leave a dance must leave school property. 7th & 8th graders are not permitted to leave dances early without prior written parental permission.
4. Students are not to loiter on school property before, during or after a dance. Police will be notified if loitering occurs.
5. Dance chaperones are authorized by administration to serve in a supervisory capacity.
6. Student misbehavior will result in the student being asked to leave a dance and parents/guardians being contacted.

Student Information

Parents/guardians and students 18 years or older have the right to inspect and review a student's educational record

within 30 days of the district's receipt of a request. **More information about student records can be found in WASD Board Policy #216.**

Study Halls

A quiet atmosphere is to be maintained during study halls. Study periods are provided so that a student may use this time to prepare school assignments or to visit the library. It is the responsibility of the teacher to take roll and to provide a quiet study environment. Students are expected to bring materials with them and be prepared to work before entering the study hall room. Study halls will be used for study purposes only. Study hall disturbances, tardiness, and coming unprepared to study hall or other inappropriate behavior will result in disciplinary action.

A student who wants to be excused from study hall for a special reason such as to make-up work, a quiz/test, or to see a school counselor must first have a pass from a teacher/counselor, which must be presented to the study hall teacher who will sign the pass and indicate the time of leaving study hall.

Additional study hall restrictions may be implemented for students who are at academic risk.

Unsatisfactory Warning Reports

Unsatisfactory Warning Reports are issued electronically to parents/guardians midway between marking periods. These notices are used to inform you and your parents that your progress has been unsatisfactory. Parent-teacher conferences can be arranged by contacting your School Counselor or teacher(s) directly.

Video, Photo and Audio Recordings of Students

Video surveillance may occur on any school property or on any transportation vehicle to assist in security purposes as per Policy #816.

Video, audio and photo recordings of students are also used for educational purposes throughout the year. Any student who requests that there be no educational recordings made of him/her must contact the Principal's Office.

Visitors

All visitors are required to register at the reception window in the Jr/Sr High School West Lobby (Cambridge Avenue side of the building). **No one is permitted in the building without the proper ID.** Anyone in doubt about visitation privileges should contact administration. Student visitors must obtain written permission from the principal **48 hours prior to the day of the visit.**

Weight Room & Gymnasium Use

No student is allowed to use the weight room or gymnasiums unless under the supervision of a teacher, coach, or administrator. 7th and 8th grade students are not permitted in the weight room after school unless accompanied by their coach.

Students attending Strength & Conditioning class in the weight room during the school day should re-enter the main building via the old gymnasium door by the turf field, and rejoin their PE class for dismissal. **Students should not re-enter the building through the breezeway entrance.**

Withdrawal

A parent/guardian must contact the Counseling Office at 610-374-0739 ext. 2126 to schedule an appointment giving **24-hour business day notice** of their intent to withdraw a student.

The student must return all school property and/or pay any outstanding obligations by their last day of school attendance to the appropriate departments: Cafeteria, Library, Technology, Classroom Obligations, Athletics, and Attendance Office to verify prior year(s) obligations.

Students will remain active at the Wyomissing Jr. Sr. High School until we receive a "Request for Records" from the new school.

Please contact the Counseling Office for more specific information regarding the withdrawal process.

Work Permit

Any person seeking employment prior to his/her eighteenth birthday or graduation is required under the Child Labor Law to obtain a work permit. The procedure is as follows:

1. Applications for a work permit may be obtained between 8:00 AM and 3:00 PM at the Attendance Office.
2. The student must have his/her parent/guardian sign the application indicating their consent for the student to work. The student may then bring the signed application to the Attendance Office along with proof of age (original birth certificate, passport, driver's license, etc.).
3. The work permit will then be issued.