



## Warwick High School

### 2011-12 STUDENT HANDBOOK

**Warwick High School**

**301 W. Orange Street**

**Lititz, PA 17543**

**(717) 626-3700**

**[www.warwicksd.org](http://www.warwicksd.org)**

The purpose of this student handbook is to acquaint you with the procedures, activities, and policies of Warwick High School. While the handbook cannot physically contain all information concerning the High School, it is intended to provide general guidelines. Please direct additional inquiries to the high school office at the phone number listed above. Best wishes for a successful school year!

#### **This handbook belongs to:**

Name \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

#### **Mission Statement**

In collaboration with the community, the mission of the Warwick School District is to enable all students to acquire the knowledge, skills, and values necessary to become responsible, productive, and resourceful citizens.

Dear students and parents of Warwick High School,

Welcome to Warwick High School. This handbook contains a summation of important rules, policies, and procedures pertaining to our school. While the handbook cannot physically contain all information concerning the High School, it is intended to provide general guidelines. Please read it carefully and keep it in a safe location for future reference.

Parents/guardians, as your child's primary teacher, you are very important to the success of his/her educational experience. A cooperative relationship between the school and home in which students, parents, and teachers meet their responsibilities is necessary if every student is to be successful. Please do not hesitate to contact the school with questions for teachers or the administration when concerns arise. Open and honest communication between home and school is vital to the success of the educational program. You may be assured that the District will continue to strive to provide a comprehensive quality education in a secure atmosphere that is conducive to learning.

It is imperative that students and their parents/guardians read and review this handbook. Therefore, we are asking both students and parents to sign this page indicating that you have received, read, and understand the handbook. Please tear out and submit this signed page to your homeroom teacher. Thank you for your cooperation.

Sincerely,  
Mr. Troy D. Price  
Principal

Mr. Scott M. Galen  
Assistant Principal

Mr. K. Eric Thompson  
Assistant Principal

Mrs. Tracey R. Weller  
Assistant Principal

\_\_\_\_\_ Date \_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_ Grade \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Homeroom \_\_\_\_\_  
Parent Signature

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### WARWICK HIGH SCHOOL ADMINISTRATION

Mr. Troy D. Price	Principal
Mr. Scott M. Galen	Assistant Principal
Mr. K. Eric Thompson	Assistant Principal
Mrs. Tracey R. Weller	Assistant Principal

### WARWICK SCHOOL DISTRICT PERSONNEL

#### Board of Directors:

Dr. Timothy Quinn, President  
Mr. David Pusey, Vice President  
Mr. Darryl Miller, Treasurer  
Mr. Jeff Conrad  
Mr. Millard Eppig, Jr.  
Mr. Michael Landis  
Mr. Warren Newberry  
Mr. Todd Rucci  
Mrs. Debra Wenger  
Abigail Barthe, Student Representative\*  
Mrs. Jo Anne McClain, Secretary\*

\*Non-member

### DISTRICT ADMINISTRATIVE PERSONNEL

Dr. April M. Hershey	Superintendent
Dr. Robin Felty	Assistant Superintendent—Secondary
Dr. Keith Floyd	Assistant Superintendent—Elementary
Mr. David L. Zerbe	Business Manager
Mrs. Yvette Line-Koller	Director of Student Services

### HIGH SCHOOL DIRECTORY

Main Office	626-3700
Principal's Office	626-3739
Assistant Principals' Office	626-3737
Guidance Office	626-3745
Nurse's Office	626-3765
Athletic Director's Office	626-3790

### **GUIDANCE AND CURRICULUM**

There are four full-time guidance counselors at Warwick High School, who are able to assist all students throughout the year with educational, vocational, and/or personal concerns.

Whether future plans include college, vocational training, business school, or entering the work force upon graduation, students are urged to meet with their guidance counselors. Appointments can be made anytime through the guidance secretary. The phone number for guidance is 626-3700, extension 3745.

Students are alphabetically assigned to a counselor and will remain with the same counselor throughout their four years of high school.

Tiffany Moroch	Student Last Names A-F
Jody Mateyak	Student Last Names G-K
TBD	Student Last Names L-R
Daniel Potts	Student Last Names S-Z

#### **Curriculum**

All curriculum and graduation requirements are outlined in the 2011-12 curriculum guide booklet. This booklet is available in the guidance office.

### **PARTNERS IN EDUCATION**

The success of any educational institution is contingent upon the cooperation of parents, students, teachers, administrators, school board members and the community. Each element of this population has definite rights and responsibilities, which help to create the successful educational climate.

The following paragraphs define those elements with which each group should be familiar. This listing includes the Chapter 12 regulation on student rights and responsibilities, building level discipline codes, and Warwick's attendance policy.

The **School Board** has the responsibility:

- To make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the laws of the state, or which may reasonably be implied or necessary for the orderly operation of the school.
- Not to make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reason. Generally, a rule is considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

The **Administration** has the responsibility:

(1) To make students aware of rules so that discipline problems are minimized. School rules and regulations should be published and distributed to the students or posted in prominent locations throughout the school. Students should be involved in the formulation of those rules and regulations. (2) To consider all offenses on an individual basis. (3) To consider other means of discipline, such as in-school counseling should be given special consideration as an alternative to, or in conjunction with, punishments. (4) Not to require a student to perform work for the school as punishment, unless the work is related to the student's offense. (5) Not to punish students as a group or at large for the offense of known or unknown individuals.

The **Teacher** has the responsibility to:

(1) Promote a climate of mutual respect and dignity which will result in the positive self-image on the part of the student. (2) Be aware of, actively support and enforce the rules and regulations of the school. (3) Promote a climate that encourages a close relationship between teacher and parent relative to the performance of the student. (4) Distinguish between student misconduct which should be handled by the teacher and that which requires the assistance of the principal. (5) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

The **Parent** has the responsibility to:

(1) Be aware of, and actively support the rules and regulations of the school. (2) Cooperate with the school in the enforcement of such regulations. (3) Become actively involved in the significant areas of decision-making with respect to the educational, emotional, and physical future of his or her child. (4) Support his or her child in school related activities. (5) Assume ultimate responsibility for his or her child's misdeeds. (6) Support enforcement of all attendance regulations. (7) Be alert to the effect parent attitudes have on his or her child. (8) Demand his or her child show a proper degree of respect for school personnel. (9) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property. (10) Develop a close relationship with the teacher and related school staff.

The **Student** has the responsibility to:

(1) Attend school regularly and put forth a conscientious effort in classroom work and conformance to school rules and regulations. (2) Share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. (3) Not interfere with the education of his fellow students. (4) Respect the rights of teachers, students, administrators and all others who are involved in the educational process.

It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. It is the responsibility of the student to conform with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- Assist the school in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time to all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and do not use indecent or obscene language in student newspapers or publications.

**SCHOOL VIOLENCE HOTLINE**  
**1-888-814-3684**

The School Violence Hotline will provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline will be operational 24 hours per day, 365 days a year by Lancaster County Wide Communications Center.

Tips to consider:

- You should understand the difference between those incidents that require a 911 Emergency call and those that would be appropriate for the hotline. **ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 IMMEDIATELY.**
- The School Violence Hotline has been created to give you an anonymous way to report any threats of violence or possession of weapons. However, you should call this hotline only when you feel you cannot talk to a trusted adult first. Confiding in an adult, (parent, teacher, administrator, or other school employee), that you trust is by far the best way to deal with information about school violence.
- In the event you feel threatened, know of a possible act of violence, or have information regarding a weapon, but are unable to confide in a trusted adult, this hotline is an anonymous way to relay the information on to law enforcement. By doing this, you know that you did everything possible to protect yourself, other students, teachers, and administrators from possible violence.
- When you call the School Violence Hotline, a trained professional will document the information and forward this directly to the appropriate Police agency that can initiate immediate and appropriate action.

**FREE EDUCATION RIGHT**

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools nor from extra curricular activities because of being married or pregnant.

**Nondiscrimination in School and Classroom Practices**

It is the policy of the Warwick School District to provide for all students to achieve their maximum potential through the programs offered in the school regardless of race, color, familial status, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability, or any other characteristic protected by law.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Students who have been subject to discrimination are encouraged to promptly report such incidents to the building principal.

Complaints of discrimination shall be investigated promptly, and correct action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Neither reprisals or retaliation shall occur as a result of good faith charges of discrimination.

### 2011-2012 Bell Schedule

#### Regular Day

Students enter building (bell)	7:50
Warning Bell	7:58
Homeroom	8:00 - 8:07
Period 1	8:12 - 9:01
Period 2	9:06 - 9:55
Period 3	10:00 - 10:49
Period 4	10:54 - 12:19
<b>Lunch A</b>	10:49 - 11:19
Class	11:24 - 12:19
Class	10:54 - 11:19
<b>Lunch B</b>	11:19 - 11:49
Class	11:54 - 12:19
Class	10:54 - 11:49
<b>Lunch C</b>	11:49 - 12:19
Period 5	12:24 - 1:13
Period 6	1:18 - 2:07
Period 7	2:12 - 3:01

### ACT 80 EARLY DISMISSAL DAY (Students Dismissed at 12:19)

April 25, 2012

### SCHEDULE FOR SCHOOL DELAYS

#### Days With a One-Hour Delay:

Homeroom	9:00 a.m. - 9:07 a.m.
Period 1	9:12 a.m. - 9:41 a.m.
Period 2	9:46 a.m. - 10:15 a.m.
Period 3	10:20 a.m. - 10:49 a.m.
Periods 4 through 7	Regular Schedule

**Days With a Two-Hour Delay:**

Homeroom	10:00 a.m.—10:07 a.m.
Period 1	10:12 a.m.—10:41 a.m.
Period 2	10:46 a.m.—11:15 a.m.
Period 4	11:20 a.m.—12:45 p.m.
Lunch A	11:15 a.m.—11:45 a.m.
Class	11:50 a.m.—12:45 p.m.
Class	11:20 a.m.—11:45 a.m.
Lunch B	11:45 a.m.—12:15 p.m.
Class	12:20 p.m.—12:45 p.m.
Class	11:20 a.m.—12:15 p.m.
Lunch C	12:15 p.m.—12:45 p.m.
Period 3	12:50 p.m.—1:19 p.m.
Period 5	1:24 p.m.—1:53 p.m.
Period 6	1:58 p.m.—2:27 p.m.
Period 7	2:32 p.m.—3:01 p.m.

**ENTRANCE TO THE BUILDING**

The main entrance to the high school is located on the East side of the building near the main Orange Street entrance to the campus. Once the school day has begun, all doors to the high school will be secured. All students/parents/visitors will be required to enter the building via the main entrance, reporting directly to the office. Parents/guardians/visitors will be issued a visitor's identification badge and be required to display it at all times during their visit.

**Attendance—Pennsylvania Compulsory Education Laws**

The term *compulsory school age* in Pennsylvania refers to the period of a child's life from the time the child enters school as a beginner (first grade), which may be no later than eight years of age, until the age of seventeen or graduation from a high school, whichever occurs first. It is mandatory for all children of compulsory school age having a legal residence in Pennsylvania to attend a day school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught in the English language, except in certain situations found in sections 1327, 1327.1, 1329, and 1330 of the Pennsylvania School Code.

All students from age 8 until age 17 are required to participate in an approved educational program. Parents or guardians are required by law to ensure that their children attend an approved educational program.

The following chart provides a quick overview of Pennsylvania's educational laws regarding compulsory school attendance.

**Absence from School**

Absence is defined as the nonattendance of a student on a day that school is in session. It is expected that a parent/guardian notify the school about the student's illness or family emergency on the day of the absence.

**Unlawful Absence (under 17 yrs of age)/Unexcused Absence (17 yrs of age or older)**

Parents/guardians must provide a written explanation for the absence of their student. All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the

written explanation within three (3) school days of the absence. If no written explanation is provided, the absence is recorded as unexcused/unlawful. Likewise, if a written explanation offers an excuse for absence that is not allowable (as outlined in Board policy no. 204 of this attendance manual), the absence will be recorded as unexcused/unlawful. If a written explanation is questionable in nature, the absence will be investigated. An absence only becomes excused when the school codes it accordingly.

When students under the age of 17 have an unexcused absence, the absence will be counted as unlawful. As per the Pennsylvania Department of Education, all unlawful absences are considered truant.

Unexcused absences include absence from school due to parental neglect, parental consent for reasons other than those specifically excused, illegal employment, and truancy.

#### **Lawful Absence**

A lawful absence from school is broadly defined by the state. As a general rule, all absences must receive pre-approval, with exception of illnesses. Excused absences from school at the Warwick School District include the following:

- Illness
- Prearranged medical, dental, clinic, or hospital appointment
- Court appearances
- Funeral of relative
- Educational trips pre-approved by the appropriate administrator - limit of two (2) annually, not to exceed a total of (5) school days
- Student visits to colleges - maximum of three (3) days annually
- Authorized school activities
- Family emergencies
- Observance of student's religious holiday
- Participation in religious instruction program - maximum of 36 hours annually
- Attendance at PA State Farm Show - one (1) day only
- Participation in a 4-H, FFA or combined 4-H and FFA project - upon written request
- Hunting - maximum of three (3) days annually

The building administrator may require a doctor's certificate in situations where frequent absences are occurring and/or it appears absences are unexcused and/or unlawful. This requirement may remain in effect for the remainder of the school year.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification are permitted during a school year. All cumulative lawful absences verified by parent note beyond ten (10) days will require an excuse from a physician. Students who are legally absent have the opportunity to make up any work missed. It is expected that students complete the work within the time frame allotted by school staff.

#### **Educational Trips**

A student may be permitted to take a limit of two (2) educational trips per school year, with his/her parents/guardians, not to exceed a total of five (5) school days. These trips are to be pre-approved. As used in this policy, the term "Educational Trip" shall refer to a trip in which the student is under the guidance and supervision of parents and or guardians. In order to qualify as being educational, the trip must include activities in which the student is involved in learning experiences. Such activities include, but are not limited to: visiting museums, historical sites, zoos, galleries, laboratories, state or national parks, libraries, place of business or an agricultural exhibit etc. When an educational trip requires an absence of one day from school, an *Educational Trip Request Form* must be completed and given to the building administrator for prior approval. When an educational trip requires an absence of two or more consecutive days, the *Educational*

*Trip Request Form* must be completed and returned to the Superintendent's Office at least one (1) week prior to the trip. The form is also located on the district and school websites. **Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days absent.**

Educational trips are strongly discouraged and may not be approved for the first and last ten (10) days of school, and during scheduled testing times (for state-mandated assessments - PSSA, Keystone Exams; final exams). The testing calendar is available in your student's school office.

Educational trips will not be approved for students who are failing their subjects or have unexcused absences. Shopping trips and similar activities will not be approved as educational trips. Parents/guardians are encouraged to contact the student's building administrator for details relating to excused absences for educational trips.

#### **Medical Appointments**

Students with an appointment to visit a doctor or dentist during school hours may be excused for the absence if a signed written request is provided by the parent/guardian prior to the event. The written request should include the name of the physician and appointment time. A note from the doctor/dentist must be given to the office upon the student's return to school. If a student does not bring a note to school before leaving for an appointment, the absence will be marked unexcused.

If an appointment becomes necessary at the last minute, the parent/guardian should contact the building to provide authorization for the student leave school. A note from the doctor/dentist should follow the student's return to school, recognizing the three-day grace period.

Student athletes are strongly encouraged to make appointments after school hours. If students in extracurricular activities have a doctor's appointment prior to 1:00 p.m., they must return to school before the end of the school day with a note from the doctor/dentist in order to participate in the after school events.

#### **Tardiness**

Tardiness is defined as arriving late to a student's homeroom or class. Tardiness can have a significant negative impact on the learning process. Students must be in their homeroom classes by the starting time of the school.

#### **District Accountability for Absences**

It is the responsibility of each school to maintain accountability for student attendance. Building administrators are responsible for assuring that all regulations are followed. If there are situations that cannot be addressed at the building level, and/or issues that directly relate to district policy regarding attendance, the District Office will provide guidance.

As per Board policy no. 204, the Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing it in the student handbook, parent newsletters, district web site and other efficient methods. School rules and procedures governing student attendance, absences and excusals will be shared annually with these stakeholders.

#### **Written Notification for Absences**

The Warwick School District has implemented the following guidelines for monitoring attendance and providing written notification to parents/guardians about their student's absences.

#### **Lawful Absences**

After a student has seven (7) lawful absences (excuses consist of approved lawful absences), a Doctor's Excuse Warning Letter is issued to the parent/guardian.

After a student has ten (10) lawful absences (excuses consist of approved lawful absences), a Doctor's Excuse Required Letter is sent to the parent/guardian.

Subsequent absences will require a doctor's note. Absences are treated as unlawful until the school receives a written excuse, to be submitted within three (3) days of the absence.

#### **Unlawful Absences**

Absences are treated as unlawful until the school receives a written excuse, to be submitted within three (3) days of the absence.

After a student has one (1) unlawful absence, the school will send an Unlawful Absence Warning Letter.

After a student has three (3) unlawful absences, the school sends an Unlawful Absence Letter (the first official notice) via certified mail, which includes: (a) dates of the three (3) unlawful absences (or accumulated school time missed), and (b) legal penalties resulting from additional unlawful absences. If the letter is returned, the school will send another one using regular mail service.

After the third unlawful absence, the school may coordinate a Truancy Elimination Plan (TEP) ("Attendance Intervention Plan") meeting to resolve the issue. All parties (student, parent/guardian, school staff, etc.) sign the TEP at the conclusion of the meeting.

Any additional unlawful absences (4 or more) that occur after the TEP meeting will result in citations from the District Magistrate's office. Any future attendance issues should be referred to the district magistrate.

#### **Bullying/Cyberbullying**

The Warwick Board of School Directors is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying/cyberbullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the **Board (in policy no. 249) prohibits all forms of bullying/ cyberbullying by district students.**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Each student is responsible to respect the rights of others and to ensure an atmosphere free from bullying.** A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct/Student Handbook, which may include but not limited to the following:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or bus.
5. Exclusion from school-sponsored activities.

6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/therapy outside of school.
10. Referral to law enforcement officials.

#### **Class Trips**

Students who have been suspended for three or more days will not be allowed to participate in class trips. This will include the senior trip, should one be taken during the 2011-2012 school year.

#### **Classroom Assignment Procedures**

It is the Warwick School District's practice that, prior to implementing consequences for not completing classroom assignments, educators will advise parents at the beginning of the course/class of their homework procedures and expectations regarding academic responsibilities for the students. The sharing of these expectations will include the consequences the students will experience should they fail to be responsible for their work. Modifications will be made for students' academic programs if determined appropriate by an Individualized Education Program (IEP) or 504 Accommodation Plan.

#### **Deliveries from Parents**

Classes will not be interrupted for students to come to the office to receive messages or deliveries from parents. Students will be paged in between classes. It is the student's responsibility to check in the office.

#### **Extra-Curricular Participation**

Students absent from school for medical reasons or other unapproved reasons are not permitted to participate in any extra-curricular activities for that day.

#### **Field Trip Permission**

Students participating in any school sponsored extra-curricular field trip or activity away from the high school must have parental/guardian permission and the approval of the classroom teachers whose classes will be missed, prior to dismissal. It is necessary that students requesting to go on a field trip meet the following requirements.

- Students who are failing two (2) or more subjects and are not passing four (4) full credits, or the equivalent, will be considered academically ineligible. Passing grades are 60% average or better.
- Must make arrangements **prior** to the trip or dismissal for the make-up of missed material or tests.
- Students with two or more incidents of suspension will not be eligible for extra-curricular field trip participation.

All school rules are in effect for students participating in field trips or school sponsored activities away from the high school.

#### **Homebound Instruction**

Temporary homebound instruction is available for resident students who are unable to attend regular sessions. Homebound instruction does require the student to submit a letter from a physician stating the need for this type of instruction. Application should be made through the student's counselor.

#### **Late to Class**

Students are required to be in class when the bell rings. If a student arrives late to class, they will be subject to: (1) first offense-warning, (2) second offense-teacher detention, (3) third offense-office referral and disciplinary actions, (4) fourth offense or more-office referral and disciplinary actions.

### **Senior Late Arrival/Early Release Program**

Seniors who have a study hall first or seventh period, may apply for this program. Applications may be obtained from the high school office. Applications will be reviewed for four major criteria: academics, attendance, discipline issues, and graduation project status. Details regarding additional guidelines for qualification are explained on the application. If approved, failure to maintain appropriate standards in any of these areas will result in the loss of this privilege. Seniors participating in the Early Release Program are expected to leave the building unless prior arrangements have been made with a specific teacher. (Seniors participating in co-curricular activities will not be eligible for the Early Release Program for the duration of the activity.)

### **DAILY LIFE**

#### **Book Bags/Backpacks**

Because of concerns for student safety, a book bag/backpack policy has been implemented at the high school. Students may carry bookbags and backpacks to and from school. **However, students will not be permitted to carry book bags/backpacks from class to class during the school day. Students will be required to store book bags/backpacks in their locker during the school day. Students are permitted to carry handbags/purses from class to class, but purses must be placed on the floor during class.**

#### **Electronic Devices**

The Warwick School District Electronic Devices Policy 6900 prohibits the use of personal communication devices, cellular telephones, laptops, personal digital assistants, and other emerging technologies by students during the school day, except for instructional use under the authority of (and with permission from) a teacher or administrator. Exceptions are made for volunteer firemen and those students who need a paging device for medical reasons. Requests for exemption must be approved by the principal. If electronic devices are visible or in use during school, they will be confiscated and retained in the high school office. These items are not permitted from the time you enter school in the morning until dismissal. They **must** be turned off when you enter the building. Standby or vibrate is not considered to be off. Students are urged to leave their phones/electronic devices in their lockers.

The Warwick School Board prohibits the use of any electronic device that has the capability to take photographs or record audio or video except for instructional use under the authority of the teacher or administrator. Students are prohibited from using any device that provides for a wireless, unfiltered connection to the Internet.

As we work together with parents/guardians to enforce this School Board Policy, administration has developed the following consequences:

- **First Offense:** The device will be confiscated. The device can be picked up by the student at the conclusion of that school day in the high school office. Parents will be notified of the first offense violation through the mail.
- **Second Offense:** The device will be confiscated. The device will NOT be returned to the student. The parent/guardian must appear at the school to collect the device.
- **Third Offense:** The device will be confiscated. The device will NOT be returned to the student. The device will be returned to a parent/guardian at the conclusion of the current school semester, either January or June.
- **Fourth Offense or More:** The device will be confiscated and held until the end of the school year. Additional discipline will be assigned as appropriate for continual defiance.

Students may receive additional discipline if they are defiant or disrespectful when confronted about violating this policy. Students may also receive additional discipline if they remove a phone's memory card, "sim card," or battery before confiscation.

### **Classroom Visitation**

Parents/guardians wishing to visit classrooms are requested to make arrangements for such visitations through the principal's office. Arrangements should be made at least two (2) days in advance of the requested visitation date.

### **Dances**

Through the year, dances are sponsored by various school organizations. **DANCES ARE FOR WARWICK HIGH SCHOOL STUDENTS AND THEIR GUESTS.** A guest must be at least in the 9th grade, attend high school, or be home schooled. (Warwick alumni or older guests are invited to attend Homecoming and Prom.) **ALL** guests must be registered in the high school office by 3:30 p.m. on the Friday prior to the dance. Guests who have not been pre-registered will not be admitted. Guests are expected to enter the dance with their hosts and show some form of identification for admittance. Warwick students must show their WHS identification card. No student will be admitted to the dance after 10:00 p.m. Any student who leaves the dance will not be permitted to re-enter. During a dance, students are not permitted to smoke on school property. Students are not permitted to sit on the cafeteria tables or demonstrate public displays of affection. "Slam" dancing, "moshing," "crowd surfing" or other potentially hazardous styles of dance are not permitted. All school rules and regulations remain in effect during this school activity.

### **Dress Philosophy**

Students shall be dressed in clean, neat apparel worn in its intended manner. Any clothing that may damage school property is not allowed. School officials will impose limitations on dress or attire which causes the disruption of the educational process or constitutes a health or safety hazard. Students are permitted to wear shorts, the length of which, must exceed the reach of the student's extended fingertips when the student's arms are extended downward naturally at his/her sides. This length policy also applies to skirts and dresses. Students who wear inappropriate shorts or other items of clothing, will be asked to change clothing, which may result in going home for a change of clothes. Students will be required to serve a detention if they are asked to change clothes. Repeated violations will result in stricter consequences.

. Students are **NOT** permitted to wear:

Clothing which advertises

- Drugs, alcohol, or tobacco

Clothing which suggests a direct or double meaning regarding

- Drugs/Alcohol
- Sex
- Inappropriate language

Clothing/belt buckles/accessories displaying the Confederate flag

Revealing attire

- Skirts, shorts, or "shirt dresses" that are excessively **SHORT (see above)**
- Muscle shirts
- "Racerback" tops
- Shirts that have been altered to be sleeveless
- Clothing with spaghetti straps
- Tank tops with straps less than one inch wide
- Halter tops
- Midriff blouses
- See-through clothing
- Short shorts

Inappropriate attire

- Hoods/hats/caps

Inappropriate attire (continued):

- Exposed undergarments, including straps
- Bandanas as hats
- Cut-off jeans/pants/sweats
- Headbands
- Clothing with holes above the knees
- Gang related clothing
- Sunglasses
- Boxer shorts
- Bare feet are not permitted
- Clothing which may be considered a distraction to the learning environment
- Coats/jackets during school
- Team uniform shorts/skirts are permitted on game day only (and must comply with the policies above)

Not recommended to wear:

- Flip flops and slippers due to safety concerns

Students are permitted to wear “leggings,” or “tights,” if they are opaque and not excessively tight. If students wear sheer/diaphanous “leggings,” their skirts/dresses/tunics/shorts must still meet the length requirements listed above.

#### **Driver Education**

Warwick High School does **not** offer Behind-the-Wheel driver training. Students wishing to participate in Behind-the-Wheel driver training instruction should investigate opportunities available to them through licensed private driver education schools which may be listed in the yellow pages of the telephone directory.

#### **Emergency and Inclement Weather Procedures**

During each school year there may be occasions requiring delay in opening the schools, early dismissals, or closing the school due to emergencies or inclement weather. When it becomes necessary to change normal school operations, every attempt will be made to promptly inform members of the school staff, pupils and the general public. The following procedures will be used should it become necessary to alter school schedules.

**Delayed Openings:** The public schools will open either one or two hours later than usual. Should it be necessary to delay the opening of school, a specific opening time will always be given in public announcements. School buses will make their regular runs, but one or two hours later than usual, depending upon the opening time of school.

**Early Dismissal:** Pupils are released from school prior to the regular dismissal time.

**School Closing:** The school is closed for the entire day. School closings are announced on a daily basis. These announcements are effective only for the day the announcement is made and do not apply to school operations the following day.

Warwick School District uses the rapid-fire communication service Alert Now to send instant phone calls to parents in the event of an emergency or early dismissal. Please verify your contact information on the first day of school using the Annual Census Update form that is sent home with all students. You can also verify your contact information at any time by logging into Warwick WebGrades and clicking on the contact info tab. If your information changes during the school year, contact the District Office at 626-3734 to make changes.

Announcements will be broadcast by radio stations WDAC, WLAN, WSBA, WLPA, WJTL, WIOV, and WITF and television channels 8, 11 and 27. Information pertaining

to the operation of school will be given to the television and radio stations prior to 6:30 a.m. and will be broadcast, in most instances, every 15 to 20 minutes until approximately 8:30 a.m. DO NOT call the school or administration concerning school closing — listen for broadcasts.

#### **Employment Certificate (Working Papers)**

Employment certificates are required by Pennsylvania law for employment of all persons between the ages of 14 and 18. Students desiring an employment certificate should consult the high school office for the necessary information and forms. Students must bring with them a document showing proof of birth date (birth certificate, baptism, driver's license, passport).

#### **Flag Salute and 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 shall respect the rights and interests of classmates who do wish to participate.

#### **Food and Beverages in the Hall**

Food and beverages shall be consumed in the cafeteria only. Students are not permitted to consume or possess food and/ or beverages of any kind in the hallway or classrooms. Students in possession of food and/or beverages (including water bottles) will have the items confiscated or be asked to throw them away and may receive disciplinary consequences.

#### **Hall Passes**

Students in halls, except when classes are passing, must have appropriate, signed passes from the teachers to whom they are responsible. Students arriving at school to meet with a teacher to do work assigned by the teacher must have a hall pass signed by the teacher so they may be admitted to the building before the doors are opened at the 10-minute bell. Students leaving classes and/or study halls to meet with another teacher must secure hall passes in advance of the period they are being excused.

#### **Honor Graduates**

Each year, the high school administration will recognize the academic top ten percent of the graduating class as Honor Graduates. Selection will be based upon the cumulative grade point average at the end of the third marking period. Honor Graduates will be recognized during the Commencement ceremony.

#### **Internet Safety and Network Acceptable Use Policy**

An Acceptable Use Policy has been developed to establish guidelines for all students and staff on the use of network resources in the district, including Internet access. With the Internet comes the availability of material that may not be considered appropriate in a school setting. The School District cannot regulate and monitor all the information received or sent by persons who use the Internet; and the School District cannot ensure that students who use the Internet will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The School District believes, however, that the availability and value of the Internet far outweigh the possibility that users may procure inappropriate or offensive material. Internet access and network resources are available to teachers, administrators, and students in the Warwick School District solely **for educational and instructional purposes** and other purposes consistent with the educational mission of the School District. The School District employs the use of an Internet filter as a technology protection. The filter may not be disabled for any reason. All Internet activities that students engage in at school **must be in support of curriculum objectives.**

Examples of inappropriate technology use follow:

- Use for inappropriate or illegal purposes, for commercial or for-profit purposes, or for lobbying and political purposes.
- Use to access, view, or obtain material that is obscene or pornographic, including child pornography, or harmful to minors.
- Use to transmit material likely to be offensive, including harassing or discriminatory remarks, or sexually-oriented material.
- Illegal installation, distribution, reproduction, or use of copyrighted software, including the loading or use of unauthorized games, programs, files, music, or other electronic media.
- Use which involves any copyright violation or for copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines.
- Use to obtain, copy or modify files, passwords, data, or information belonging to other users, or to misrepresent other users on the network.
- Any attempt to circumvent or disable the filter or any other security measure.

All students are required to have a flash drive. Students may purchase a Warwick flash drive in the school office or use any flash drive that works with the school's computers. Students will need to save all work created at school on their flash drive as a backup. Certain files containing images or movies could be large in size and you should take into consideration file sizes when purchasing your drive. (Minimum recommended size 8GB).

In addition, student users shall not use the system to disclose, use, or disseminate any personal identification information of themselves or other students, or engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator. Students and parents should review the Acceptable Use Policy in its entirety

<http://www.warwicksd.org/orgmodule.php?deptid=114&schoolid=0007&mid=116>

### **Library**

The Warwick High School Library is an important asset for helping students achieve academically and become life-long learners. It serves as a source for ideas, information, diverse resources, and professional guidance for completing assignments.

The library contains books for scholarship, leisure reading and reference, magazines, and newspapers. There are videos, DVDs, and audio books for student use. Internet access on the 20 library computers and 51 computers in adjacent library classrooms enables students to use over 40 subscription databases, an ebook collection, Moodle, GoogleDocs and the diverse resources on the free web. In accordance with the WSD Acceptable Use Policy, library computers and the Internet may be used only for educational purposes. Computers may not be used for games, sports or to access web sites unrelated to class assignments.

Students may go to the library before and after school, from study halls, and during a class period if sent by the teacher. Passes are available at the cafeteria entrance for students who wish to use the library before 7:50 a.m. No passes are required after school. During the school day, students may obtain a reference pass from the teacher whose assignment requires library resources, or they may check with the library staff regarding space availability for leisure reading. Students going to the library from study hall will remain in the library until the end of the period.

Books are signed out for two weeks and may be renewed as needed. All reference materials (such as encyclopedias) may be borrowed for overnight use, and are due the following morning. Many resources, including the online library catalog, encyclopedias,

and databases containing digital reference books, journal articles, and ebooks are remotely accessible 24/7 from any location. Password free access is available through the Resources tab once students are logged into Web Grades.

All materials borrowed from the library must be checked out to the student using the items. Fines for overdue books and magazines are \$.10 per school day; reference books are \$.25 per school day; interlibrary loan materials are \$.50 per school day. Failure to return materials or pay outstanding fines will result in blocked grades after 3 weeks. The student will be charged replacement cost for damaged or lost items. Report cards will be held if library obligations are not taken care of at the end of each marking period.

The library is the WHS gateway for research, leisure reading, and professional guidance in the location, selection, and use of the vast amount of information available to 21<sup>st</sup> century learners. Students are encouraged to make full use of this resource.

#### **Lockers**

Homeroom teachers will assign each student a hall locker. Please note that lockers are school property and school officials may conduct random searches of lockers. Prior to a locker search, a student shall be notified and given an opportunity to be present. However, where school officials have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare and safety of students in the school, students' lockers may be searched without prior warning. School officials may seize any illegal materials found to be in a student's locker and such materials may be used as evidence against the student in disciplinary proceedings.

All students are asked to secure their locker with a lock which may be obtained in the high school office. All students will be required to return locks to the high school office at the end of the school year. If a student does not return a lock to the office they will be required to pay replacement costs (\$5.00) for the missing lock. **STUDENTS ARE NOT PERMITTED TO SECURE THEIR LOCKER WITH A LOCK THEY BRING FROM HOME.**

#### **Lost and Found**

Articles which have been found should be turned in to the high school office. Lost items may be claimed by the owner upon proper identification. The Physical Education offices also maintain a lost and found box. Check these for lost physical education equipment.

#### **National Anthem**

The playing of the National Anthem is an important and special part of a school activity or event. Showing proper honor and respect for the Flag and the National Anthem is an important part of positive student citizenship. Students are reminded that the proper level of respect should be demonstrated during the playing of the National Anthem. Appropriate demonstration of respect includes:

- removing hats
- remaining quiet during the playing of the entire National Anthem
- standing and turning toward the Flag

#### **School Hours**

The high school is open to students at 7:50 a.m. each day. Students may enter the high school at 7:00 a.m. to wait for the 7:50 a.m. official opening time. Students are dismissed from school at 3:01 p.m.

#### **School Transportation**

Proper conduct is expected on all school-related vehicles. This includes the transportation of students to and from school, athletic practices and events, and field trips. Riding on school-related transportation is a privilege and, like any privilege, can be taken

away for violation of rules. Changes in transportation arrangements must be made through the high school office or the district transportation office. Notes signed by parents will not be accepted by bus drivers. Students are expected to be at their assigned bus stop at least five minutes before the scheduled pick-up time.

#### **Student Government**

Any registered student of Warwick High School is eligible for election to the Student Government and class officer position, provided the candidate has an overall grade average of C (2.0) the year preceding the election, and that he/she maintains this average the year in office, if elected. The candidate also must display good citizenship and must not have had suspension the year preceding the election or have suspension during the year in office, if elected. High school records will be checked periodically. If the grade average of C is not maintained, or the candidate receives suspension, he/she will be removed from the organization. Any student who has served as a representative or member at large of Student Government for at least one year is eligible for election to the Student Government offices. All candidates for membership or offices should have an overall grade average of C. Students seeking election, should submit a petition which requires signatures of 50 students in the same class and two brief written recommendations from teachers. Students signing petitions should sign no more than five for class representatives and one per office. Any petition which does not adhere to rules will be considered invalid. Petitions should be submitted one week prior to the election.

Voting will be conducted in homerooms by secret ballot or by voting machines. A majority of the votes cast shall be required for elections. Announcement of winners should be made the day following the election. The Warwick Middle School may use any procedure it sees fit for elections of the five ninth grade Student Government representatives. Students running for offices may display campaign posters on school walls one week prior to the election day. The posters cannot be put on painted surfaces. No more than ten posters can be put up by one candidate. These posters must be approved by the Student Government advisor or high school administration before they are displayed.

#### **Student Identification Cards**

Student Identification cards are issued to students each year. Students are required to be in possession of their identification cards while at school. The cards serve as identification for students and are also used as library cards and lunch debit cards.

Identification cards are also required to gain admission to school sponsored dances and serve as authorization cards for internet access via the computers at the high school. Student identification cards are the property of the Warwick School District. If lost, damaged or defaced, they must be replaced. A replacement fee will be charged.

#### **Student Parking on Campus**

The parking on campus of motor vehicles for travel to and from school is a privilege extended to students for which students must assume full responsibility.

1. All cars parked on school property must be registered on Warwick registration forms provided by the high school office.
2. Students must have an official Warwick student **ID Parking Tag** hanging from the mirror of a car to park in the student parking lots. Student parking is allowed only in authorized locations in assigned and numbered student spaces. The designated student parking lots are located at the south end of the football field and at the east side of the building.
3. Students are **NOT** permitted to park in any spaces designated for faculty. Students are **NOT** permitted to park in the District Office parking lot.

reserved spaces or visitor spaces. Students are **NOT** permitted to park in the Lititz Springs Park parking areas. Students are **NOT** permitted to park along the island adjacent to the entrance to the **gymnasium**.

4. Students without parking tags may park along Second Avenue or Maple Street.
5. Students will be charged a \$20.00 fee for a numbered space for the 2011-12 school year.
6. Students are **NOT** permitted to go to their car during the day unless permission is granted by the high school administration.
7. Students are not permitted to display the Confederate Flag in any manner.
8. Students who accrue 10 occurrences of being tardy will have their parking tags revoked without a refund.

The privilege of parking and/or driving motor vehicles on school property will be denied if it becomes detrimental to the health, safety or welfare of the school/community, or if the student fails to abide by the driving/parking guidelines.

#### **Telephone**

Students **will not** be called to the telephone during school time, except in emergencies. Necessary messages will be given to the students when practical.

#### **Visitors to the Building**

Electronically controlled locks at building entrances have been installed as an additional security measure to further protect students and school personnel. Once the school day has begun, all doors to the building will be secured. All visitors and parents/guardians should use the main entrance at the front of the building. Visitors must report directly to the high school office to register. Parents/guardians/visitors are then required to wear an identification badge which should be returned to the high school office upon departure from the building. Warwick alumni should schedule their visits with teachers and staff before or after the school day.

Students who desire to bring visitors to Warwick must make arrangements with the administration prior to the day of the visit. Visitors will be limited to students whose families are considering moving to the district. All visitors must register in the high school office.

#### **Walkmans/Radios/Ipods/Laser Lights**

Students are not permitted to have walkmans, radios, ipods, or MP3 players in the classroom, with the exception of before school in the cafeteria. Students may not carry walkmans/radios/ipods/MP3 players in the halls between classes. If such items are visible in school, they will be confiscated and turned in to the high school office. Students are not permitted to be in possession of laser lights/pens in school at any time.

## **GRADING POLICY**

### **Grading System**

The following are the numerical values given each letter grade for honor roll and class rank:

A+ = 4.25	A = 4.0	A- = 3.75
B+ = 3.25	B = 3.00	B- = 2.75
C+ = 2.25	C = 2.00	C- = 1.75
D+ = 1.25	D = 1.00	D- = 0.75

The grade for a course is the teacher's evaluation of the student's degree of achievement. The following grading system will be used for determining report card grades.

A+ = 100 - 97	A = 96 - 93	A- = 92 - 90
B+ = 89 - 87	B = 86 - 83	B- = 82 - 80
C+ = 79 - 77	C = 76 - 73	C- = 72 - 70
D+ = 69 - 67	D = 66 - 63	D- = 62 - 60

A final grade of D- must be maintained for passing a course. In addition to letter grades, various comments concerning attitudes and performance occur on the report card. If a student is doing extremely poor work or is in danger of failing a course, a written report will be sent to the parents.

F = 59 and below - Failing

I = Incomplete due to absence at/near end of quarter.

M = Medical Waiver (no credit)

### **Honor Roll Criteria**

- A. Honor Roll Types
  - 1. Distinguished Honor Roll - 3.50 and above
  - 2. Regular Honor Roll - 3.00 to 3.49.
- B. Any grade below a C- excludes a student from either honor roll.
- C. A student is not eligible for Honor Roll if an "I" for incomplete exists in any course designated for Honor Roll.

### **Report Cards**

Report cards will be given to students at the end of each nine-week marking period. Students will be assigned a letter grade for each course in which they are enrolled. In addition to letter grades, teachers may also add comments to commend students for doing well in school and/or comments to help students improve their work in school.

### **Interim Progress Reports**

In addition to report cards, teachers may send progress reports at the middle of each nine-week marking period to commend students for doing well in school, and/or class and to advise students of their current grade average in a class. If students need to improve their grade average to pass a course, teachers will offer suggestions to help them improve their work so they will be able to get a passing grade.

### **Graduation Project**

In order to graduate from Warwick High School, every student must satisfactorily complete a graduation project as required by the Pennsylvania Department of Education regulations and the Warwick School District Board of Directors. The graduation project will be a meaningful experience which provides a student with the opportunity for in-depth learning about a self-selected topic. The project will be under the guidance and direction of the high school faculty/administrators and will be assessed by a faculty evaluation team.

### **National Honor Society**

The National Honor Society chapter of Warwick High School is a duly chartered and affiliated chapter of this prestigious national organization. membership is open to those students who meet the standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been clarified to meet our local chapter needs. Students are selected to be members by a five-person Faculty Council which bestows this honor upon qualified students on behalf of the faculty of our school.

Students in eleventh or twelfth grades are eligible for membership provided they meet the following criteria:

1. For the scholarship criterion, a student must have a cumulative GPA of 3.7 or better on a 4.0 scale at the end of the second nine weeks of his or her junior or senior year.
2. Students who have received a suspension, in or out-of-school, in grades 11 or 12 will not be eligible for induction as juniors or seniors. If a student has received more than two detentions during his or her junior or senior year, he or she will not be eligible for induction that year. An exception to this criterion is for a detention due to cheating or plagiarism; students receiving a detention for either of these offenses would be ineligible for induction during the year in which they received the detention. Those students who meet the above two criteria are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service.
3. To be eligible for membership, a student must complete and submit the Student Activity Information Form by the published deadline.
4. Students must also be involved in at least two student activity organizations during their high school careers, one for at least two years and two during the year in which they are eligible for induction. **One of these activities must be sponsored by the Warwick School District.** In addition, students must provide documentation of 10 hours of community service.
5. The faculty and staff at large are solicited for written input regarding their professional reflection on a candidate's character and leadership.
6. These faculty forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote is necessary for selection. Candidates are then notified regarding their selection or non-selection. (There will be no set quotas for the number of inductees.)
7. Following notification, a formal induction ceremony is held at the school to recognize all newly selected members.

Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year and participation in the chapter service projects. Students are also required to maintain at least a 3.7 cumulative GPA. Students may be placed on probation or have their membership revoked if they fail to meet their obligations to the chapter. New members and their parents/guardians will be given a specific list of chapter obligations prior to induction.

### **Cheating/Plagiarism**

In any academic environment, it is essential that each student be responsible for his/her own accomplishments. Cheating, copying another student's work, sharing answers, and plagiarism are unacceptable practices. Students who work collaboratively on assignments without explicit pre-approval from their teacher will be cited for cheating.

When it has been determined that a student has cheated, copied, or plagiarized, the student will receive a grade of zero (0%) for the examination, homework, report, project, or other form of work submitted for assessment or evaluation. The teacher will notify the student's parents/guardians and refer the student to the building administration for disciplinary action. Additional infractions by the student will result in the above academic penalty, suspension, and a parent/guardian conference with the principal.

**Cheating:** the giving, receiving, or using of aid or assistance not authorized by the teacher on a test, quiz, project, or other form of work submitted for assessment or evaluation.

**Plagiarism:** the unacknowledged use of another person's work. This use would include words, phrasing, data or ideas, whether published or unpublished, in any form of work submitted as the student's own for assessment or evaluation.

**Turnitin:** The Warwick School District subscribes to Turnitin, a plagiarism prevention service to evaluate the authenticity of students' work. Plagiarism prevention is one of the easiest and most effective ways to make sure students are getting the most out of their coursework, and are building the reading, writing, and research skills necessary for lifelong learning.

### **Student Obligations**

Students who have not returned books, hall/gym locks, athletic equipment or other materials which are the property of Warwick High School will not be issued report cards until their obligations have been taken care of. Report cards will also be withheld for students who have not completed obligations for discipline assigned by the administration.

### **Health Services**

The primary function of school health services is preventive in nature. The Certified School Nurses and other health room staff of Warwick School District provide and coordinate services which are mandated by the Pennsylvania Department of Health and Warwick School District Board policy. Health room care is available for students who become ill or are injured **while in school**. Illnesses or injuries occurring outside of school should be evaluated by your family health care provider. Health room personnel may not diagnose and are not a replacement for medical care from your family health care provider.

### **Medication Guidelines**

When possible, all doses of medicine should be given at home. If it is necessary to take medication at school, the following procedures **must** be followed:

- **All medication must be kept in the health room. Students may not carry medicine of any kind or keep the medicine in their lockers or desks. Exceptions to this policy *may* be granted providing that the parent/guardian obtains a written request from the student's physician and approval from the principal. Students needing to carry and self-administer asthma inhalers and/or Epinephrine auto-injectors will be permitted to do so upon receipt of the self-administration authorization forms completed by the parent/guardian and the licensed prescriber each school year.**
- **At the High School level, students are permitted to carry cough drops.**
- **It is the expectation of the District that the parent/guardian or adult authorized by the parent/guardian deliver the medications to the nurse. It is**

**also the responsibility of the parent/guardian, or an adult authorized by the parent/guardian to pick-up any remaining medication from the nurse.**

- It is the responsibility of the student to report to the nurse at the time the medication is to be given.
- **All medications** require **both** written parent/guardian consent and written authorization from the licensed prescriber. Medication orders must be presented to the nurse in writing, with an original signature, or an authorized electronic signature of the licensed prescriber. Written parent/guardian consent and written authorization from the licensed prescriber for medication administration are required each school year, and also each time a change in medication type, dosage, or time of administration occurs throughout the school year.
- **Over-the-counter (nonprescription) medications/supplements/vitamins, etc.** require **both** written parent/guardian consent **and** written authorization from the licensed prescriber. Standing orders written by the school physician(s) authorize the administration of certain over-the-counter medications as outlined in the Warwick School District's "Health Room Guidelines for First Aid and Emergency Care." Medications that can be administered per the standing orders are listed on the "Annual Health Update" form and require annual written parent/guardian consent.
- **All medications** must be sent in the original container with proper and legible labels affixed. Expired medications and medications sent in baggies, plastic containers, etc., will **not** be administered.
- Please feel free to contact the nurse with any questions regarding the above guidelines. To review the entire Warwick School District Policy regarding the administration of medications in school, field trips, and other school-sponsored activities, please refer to Board Policy 6130.

#### **Immunization Requirements**

The Pennsylvania School Immunization Law requires the following minimum immunizations for all students entering school.

- Four or more doses of diphtheria and tetanus vaccine, with one dose administered on or after the fourth birthday.
- Three or more doses of polio vaccine.
- Two doses of measles (rubeola) vaccine, preferably given as an MMR, with the first dose administered at 12 months of age or older and the second dose administered at least 30 days after the first dose.
- Two doses of mumps vaccine, preferably given as an MMR, administered at 12 months of age or older and the second dose administered at least 30 days after the first dose.
- One dose of German measles (rubella) vaccine, preferably given as an MMR, administered at 12 months of age or older.
- Three properly spaced doses of hepatitis B vaccine, with a minimum of 28 days between the first and second doses, and the third dose separated by at least 4 months after the first dose and at least two months after the second dose. The third dose must be given after 6 months of age.
- Two doses of varicella (chickenpox) vaccine; OR a written statement from the parent, guardian, or health care provider noting the age of the child when he/she had the chickenpox disease.
- **Children entering 7<sup>th</sup> grade need the following additional vaccines:**
  - \* One dose of tetanus, diphtheria, acellular pertussis (Tdap) vaccine if 5 years has elapsed since the last tetanus immunization.
  - \* One dose of meningococcal conjugate vaccine.

**Proof of immunization is required before a student may enter school for the first time or transfer from another school.** Students will be excluded from school if immunizations are not completed by the date established by the Pennsylvania Department of Health. Proof of immunization means a **written verifiable record** showing the dates (month, day, year) your child was immunized. Parents are encouraged to provide to the school nurse, the dates of all immunization boosters that the student receives during his/her school years. **The only exemptions to the school laws for immunization are for medical reasons documented by your medical doctor and for religious beliefs.**

#### **Illness and Injury**

**A student who becomes ill or injured during school hours should report to the school nurse after receiving permission from the supervising teacher. The nurse will administer first aid care. The ill/injured student should not leave the building under any circumstances without permission from the nurse or administration. The nurse will contact the parents in the event that the student needs to be taken home or needs to be referred for further medical care. It is the responsibility of the parents to make arrangements to take the child home or to the physician. The nurse has the authority to summon an ambulance without prior notification of the parent/guardian or physician, and parents are responsible for the ambulance fee.**

#### **Communicable and Other Diseases**

A student may be temporarily excluded from school because of symptoms suggesting a communicable disease or other condition that may be transmitted. Students will be sent home from school if they are obviously ill or have a temperature at or above 100 degrees, have unusual skin eruptions, and/ or other symptoms suggestive of an infectious condition. Students excluded under these conditions may return when they are judged to be noninfectious by the school nurse or upon certification by a physician indicating that the student is free of such disease or condition. It is advised that a student be fever-free for 24 hours before returning to school.

#### **Physical Examination**

The Pennsylvania School Code, Section 1402 requires that students have medical examinations performed upon original entry (kindergarten or first grade), sixth grade and eleventh grade. Students with incomplete health records will also be required to have a medical examination. The medical examination must be performed on or after September 1<sup>st</sup> of the previous school year to be acceptable. It is recommended that these examinations be performed by your family physician so that needed immunizations and care can be completed. The school physician will examine your child if you are unable to have your family physician complete the exams. Failure to return the medical form completed by the family physician or signed permission for the school exam will require the involvement of the principal.

#### **School Health Screenings**

The following school health screenings are performed as outlined by Pennsylvania School Health Law. Parents can set-up a portal account to access a student's health screening results through the confidential online "health report card."

- **Hearing Screenings** are performed annually for students in kindergarten through third grades, seventh grade, and eleventh grade.
- **Vision Screenings** (far and near) are performed annually for all students.
- **Height, Weight, and Body Mass Index (BMI)** are measured annually for all students.

### **Accidents**

Any student involved in an accident or who is taken ill while at school shall report immediately to the school nurse. The nurse will administer first aid and, if necessary, contact the student's parent/guardian, assist in taking the student home or making necessary appointments with physicians. The nurse will record details of the visit for school records and insurance purposes.

### **Excused from Physical Education Class**

Students may be excused from physical education classes by adhering to the following procedures:

1. Submit to the physical education teacher a note to be excused signed by the parent/guardian.
2. Only three parent/guardian excuses will be accepted per year.
3. Each of the parent/guardian notes will be valid for a single physical education class (three total).
4. After a student has submitted three one-day notes to be excused from class, he or she will be required to get a physician's note for additional excused absences. This note should be submitted to the physical education teacher.
5. Students with a medical excuse for gym will not be permitted to participate in extra-curricular athletic activities and/or cheerleading.

### **Insurance**

**Providing insurance which covers injuries of students is the responsibility of the student's parents. The school district will make a program available to parents, but not obligate the parents to purchase the insurance. 24-hour accident insurance will also be available.**

**No student will be permitted to take part in or practice for interscholastic athletics unless he/she has insurance covering accidental injury.** This coverage may be purchased through the school in August when fall athletic practices begin, or in homeroom in September during the first week of school. If the student's parents choose to use their own coverage, a Release of Responsibility form may be obtained from the Director of Athletics, signed by the parent/guardian and returned to the Director of Athletics.

Parents are responsible for all bills resulting from injuries occurring in school or during sports practices or events. If the student has school insurance he/she should notify the nurse to enable her to complete the form and send it to the parents.

### **Student Assistance Program (SAP)**

The Student Assistance Program is designed to: 1) identify at-risk students who are experiencing barriers to learning and school success (due to alcohol or drug use, depression, or other concerns) and 2) intervene and refer these students to the appropriate school or community resources. This is a voluntary, systematic process through which school personnel can identify students who are experiencing concerns, contact and involve parents, intervene with the student, and refer them for help. The program is an intervention, not a treatment program. Teachers, parents, or students may contact a SAP team member about concerns. More information about the SAP program can be found in the counseling office.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Freedom of Expression**

The right of public school students to freedom of speech was affirmed by the United States Supreme Court in the case of Tinker vs. Des Moines Community School District, 282 U.S. 503 (1969).

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights.

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communications, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Students should express themselves so that the following are avoided:

- Interference with the educational process
- A threat to do immediate harm to the welfare of the school or community.
- Encouragement of unlawful activity
- Obscene or libelous statements
- Deliberate slander
- Violation of school policies
- Inaccuracies and indecent or obscene language in school publications.

#### **Mechanics of Expression/Communication Available to Students**

Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property. Bulletin Boards shall conform with the following:

- School authorities may restrict the use of certain bulletin boards.
- Bulletin board space shall be provided for the use of students and student organizations.
- School officials may require that notices or other communications be officially dated before posting and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

#### **Discrimination**

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-9) no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

#### **Corporal Punishment**

Corporal punishment is not a disciplinary option in the Warwick School District. Reasonable force may still be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- To protect themselves or students under their care from harm.

#### **DISCIPLINE GUIDELINES**

In an effort to maintain a positive and productive learning environment, and in an effort to help students demonstrate appropriate student behavior, the following discipline guidelines have been developed. These guidelines reflect the school district firm, fair, and consistent approach to dealing with inappropriate student behavior.

#### **LEVEL 1 - BEHAVIOR (Determined by Individual Teachers)**

Students are expected to comply with classroom rules as established by individual teachers. When students do not comply with classroom rules, teachers will take

appropriate action to solve the problem including (but not limited to): a warning, a seat change, and/or a teacher detention. Parental contact by the teacher is encouraged.

If a problem continues and a student continues to break classroom rules, the teacher will write a referral to the office for administrative discipline.

Administrative Discipline may include:

- Detention/Extended Detention/Saturday Detention
- Out-of-school suspension
- Other disciplinary strategies as determined by the administration.

#### **LEVEL 2 - BEHAVIOR** (Determined by Administration)

Students are expected to comply with rules as determined by the administration. School rules:

- Students are expected to report to assigned areas on time.
- Students with a pass are expected to report back to class before the end of the class period.
- Students are expected to demonstrate cooperative behavior that is not disruptive in the cafeteria, halls, assemblies, or other school functions.
- Students are expected to dress appropriately as indicated in the dress code.
- Students are not permitted to wear hats/caps in school.
- Students are **NOT** permitted to carry or listen to radios/walkmans/ipods/MP3 players in school.
- Students are expected to use language that is appropriate in a public setting and not use swear words.
- Students are expected to bring notes for early dismissal, for doctor appointments, etc., to the office **BEFORE** homeroom.
- Students are expected to be cooperative and follow bus drivers' instructions for safety while riding the bus.
- Students are expected to conduct themselves appropriately and not kiss each other or express other inappropriate displays of affection publicly.
- Students are expected to show respect for teachers, office personnel, custodians, and other adults in the building.
- Students are not permitted to bring tobacco products to school.
- Students are expected to report to school on time and be in their Homeroom before 8:00 a.m.
- When students are absent, they are required to bring an excuse card to the office within three (3) days after returning to school. See Pennsylvania Attendance Law regarding disciplinary action for unexcused and unlawful absences.
- Students are expected to serve detention and suspensions as scheduled.
- Students are expected to conduct themselves properly and not throw food in the cafeteria, and they are expected to return trays to designated areas in the cafeteria.
- Students are not permitted to eat food or drink beverages outside of the cafeteria. Food or beverages may not be carried in an open container in the halls.
- Students are not permitted to possess or use cell phones/pagers in school unless approved by the administration.
- Students are expected to comply with campus parking regulations.

Students who break a Level 2 rule will be referred to the office for administrative discipline. Administrative Discipline may include:

- Detention/Extended Detention/Saturday Detention
- Out-of-school suspension
- Other disciplinary strategies as determined by the administration
- Building hearing with parents and student, chaired by the high school principal.
- Administrative hearing with parents and student.
- Formal due process expulsion hearing before the Board.

**LEVEL 3 - BEHAVIOR** (Determined by Administration)

School Rules

- Students are expected to report to school unless they are ill. Students are not expected to be truant.
- Students are not expected to be absent from school on a “student knock-off” day unless they are ill.
- Students are not expected to cut class.
- Students are not permitted to leave school without permission.
- Students are not expected to forge names on school passes, excuse cards or any other documents.
- Students are not permitted to smoke on school property, inside the building or outside the building. Smoking and/or possession of tobacco products by students on school property is also a violation of state law.
- Students are expected to address teachers with respect and are not expected to call teachers inappropriate names.
- Students are expected to respect personnel and school property and will not steal.
- Students are not expected to participate in fights with other students.
- Students are not expected to engage in cheating and/or plagiarism.

Students who break a **Level 3** rule will be referred to the office for administrative discipline. Administrative Discipline may include:

- Detention/Extended Detention/Saturday Detention
- Out-of-school suspension
- Other disciplinary strategies as determined by the administration.
- Building hearing with parents and student, chaired by the high school principal.
- Administrative hearing with the parents and student
- Formal due process expulsion hearing before the Board

**Note: Fighting Policy**

Students who participate in a fight will be referred to the Lititz Borough Police Department and may be charged with a criminal offense.

Students who participate in a fight will be suspended out-of-school:

- First offense - suspended out-of-school three (3) days and a conference with parents before returning to school.
- Second offense - suspended out-of-school five (5) days and an informal building hearing with parents.
- Third offense - suspended out of school ten (10) days and an informal administrative hearing with recommendation for expulsion from school.

**LEVEL 4 - BEHAVIOR** (Determined by Administration)

School Rules:

Students are expected to respect school property and not cause damage to buildings or grounds.

- Students are expected to respect school employees and are not expected to physically attack a school employee.
- Students are not permitted to possess or transfer weapons in school.
- Students are not permitted to possess, consume, or be under the influence of drugs or alcohol on school property.
- Students are not permitted to sell drugs or alcohol on school property.
- Students are not permitted to harass or threaten other students or adults.
- Other major disobedience or misconduct.

Students who break a **Level 4** school rule will be referred to the office for administrative

discipline. Administrative Discipline may include:

- Out-of-school suspension
- An informal administrative hearing with parents and student
- Notification of police
- Implementation of Drug/Alcohol Administrative Guidelines
- Referral to SAP team
- Assessment by school approved drug and alcohol counselor
- Exclusion from participation in sports and/or extracurricular activities
- Exclusion from social activities at school
- Formal due process expulsion hearing before the Board of Directors

#### **Detention**

Students may be assigned to detention before or after school for breaking school rules. When students are assigned to detention, they will be given a written notification describing the reason for the detention and the date(s) the detention is to be served. Students are responsible to give a copy of the written notification of detention to their parents. Detentions will be served from 7:15 to 7:50 a.m. or after school from 3:10 p.m. to 4:00 p.m., Monday through Friday. During detention, students will complete school work. An adult monitor will be responsible for direct supervision of detention.

#### **Extended After School Detentions/Saturday Detentions**

Students may be assigned to an extended after school detention for breaking school rules. When students are assigned to detention, they will be given a written notification describing the reason for the detention and the date(s) the detention is to be served. Students are responsible to give a copy of the written notification of detention to their parents. Extended detentions may last up to two hours and will be served immediately after school beginning at 3:10p.m.

Saturday detentions will be served on Saturday mornings from 8:00 a.m. until 11:00 a.m.

#### **EXCLUSIONS FROM SCHOOL**

The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by laws relating to right to education and disciplinary exclusions of certain handicapped students from special educational placement. Exclusion from school may take the form of **suspension or expulsion**.

#### **Suspension**

**Suspension (out of school)** is exclusion from school for a period of from 1 to 10 consecutive school days. **Suspensions** may not be made to run consecutively beyond a 10 school day period. Students suspended out-of-school are not permitted on school property or in the building. Violators will be prosecuted for defiant trespassing. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. The parents and the Superintendent of the district shall be notified immediately in writing when the student is suspended. Whenever the student is suspended for more than three consecutive days, the student and a parent or guardian are required to meet with an administrator before the student returns to class. This may occur at any time during the suspension.

Students shall have the responsibility to make up exams and work missed while serving suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors. Suspended students may not participate in school sponsored social or extra-curricular activities in any way until reinstated in school.

### **Expulsion**

**Expulsion** is exclusion from school by the board of education for a period exceeding 10 consecutive school days and may be permanent expulsion from the school roles. All **expulsions** require a prior **formal hearing** under law relating to hearings. During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as indicated below.

If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and must be provided an education. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's Superintendent. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed with the paragraph below or do both. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA C.S. 6301-6308), to ensure that the child will receive a proper education.

### **HEARINGS**

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible **expulsion** the student is entitled to a **formal hearing** before the Board of School Directors, which is a fundamental element of due process. In a case involving **suspension out-of-school**, for more than three days, the student is entitled to an **informal hearing** with the principal.

#### **Formal Hearing**

A formal hearing is offered in all **expulsion** actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student. The following due process requirements are to be observed with regard to the formal hearing:

- Notification of the charges shall be sent to the student's parents or guardian by certified mail.
- The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student, copies of the statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on his/her own behalf.
- A record must be kept of the hearing, either by stenographer or by tape recorder.

- The student is entitled, at the student's expense, a copy of the transcript.
- The proceeding must be held with all reasonable speed.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

#### **HARASSMENT/SEXUAL HARASSMENT**

The Warwick School Board strives to provide for its students and employees an educational environment that is free from discrimination and harassment. It shall be the policy of the school district, therefore, to maintain an environment in which harassment in any form is not tolerated.

Harassment includes but is not limited to verbal and physical conduct that substantially interferes or disrupts another's work performance, the work of the school or the rights of others and their ability to work and/or receive an education.

Harassment includes but is not limited to repeated slurs, jokes, offensive or derogatory comments or phrases, or other verbal, graphic, physical conduct or actions characterizing a given racial or ethnic group or relating to an individual's race, color, religion, ancestry, sex, national origin, age, handicap/disability, or any other characteristic protected by federal, state, or local law, including criminal harassment and stalking as defined by the Pennsylvania Criminal Code.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature.

Harassment of any student or employee by any other person is prohibited. Any person who believes he/she has been subjected to harassment should promptly report, verbally or in writing, such harassment to a staff member or his/her immediate supervisor or the administrative assistant for human resources. Students should not hesitate to report and seek assistance from a guidance counselor, teacher or administrator.

#### **Possession/Use of Tobacco Products**

Possession of tobacco or use of tobacco products by students is prohibited in school buildings and school buses and on school property owned by, leased by, or under control of Warwick School District. This includes **smoking in vehicles**, either moving or stationary, on school property. Smoking includes possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment. Tobacco use includes smoking and the use of smokeless tobacco in any form. Students found to be in possession of tobacco products on school property, or who use tobacco products on school property are in violation of state law as per Act 145. Students in violation of Act 145 will be referred to the District Magistrate and may be subject to a fine plus court costs at the discretion of the Magistrate.

Students who use tobacco products or who are found in possession of tobacco products will receive a disciplinary consequence (up to a day of out-of-school suspension) on the first offense, a disciplinary consequence (up to two days of out-of-school suspension) on the second offense, and a three-day out-of-school suspension and building hearing on the third offense.

#### **Searches**

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. When school authorities have a reasonable suspicion that a locker or vehicle contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning. Searches of the building, school property, and vehicles parked on school property may also be conducted without prior warning. Police and/or other appropriate agencies may also assist school personnel during searches.

#### **Use of Video Monitors on School Buses**

The use of video cameras on school buses is aimed at preventing discipline problems from occurring while not serving as a threat to normally acceptable student behavior. Video cameras will add a dimension of verification of student behavior that will not further detract driver attention. Video monitoring will not replace the responsibility of the driver to control the students riding his/her bus. All bus discipline policies and procedures remain in effect and the driver must continue to monitor the behavior of riders as has been expected in the past.

#### **Video/Photo Release**

Throughout the school year, students may be videotaped by Warwick Broadcasting students who air programs within the schools, on cable Channel 11, and as part of a student teacher's supervision. We may also photograph students for in-house publications and/or school activity photographs for local newspapers or educational websites.

#### **Weapons**

Students are not permitted to bring guns, look-a-like guns, mace/pepper mace, razor blades, knives, or other weapons to school. Students found to be in possession of guns, look-like guns, mace/pepper mace, razor blades, knives, or other weapons while they are on school property or while they are being transported to and from school, will be suspended from school until a hearing can be scheduled with the Superintendent.

#### **ACADEMIC ELIGIBILITY FOR INTERSCHOLASTIC SPORTS AND EXTRA CURRICULAR ACTIVITIES**

1. Students who are failing two (2) or more subjects and are not passing four (4) full credits or the equivalent, will be considered academically ineligible for competitions and performances.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. Eligibility will be checked on Fridays for the following week. In cases where a student's cumulative work from the beginning of the grading period does not meet the above requirements in number 1, he/she shall be ineligible from the immediately following Sunday through the following Saturday. Student athletes who are academically ineligible will still be permitted to practice with the team. Academically ineligible student athletes will **NOT** be allowed to be dismissed early for an away contest.
3. In cases where a student's work in any preceding grading period does not meet the requirements provided for in number 1, said student shall be ineligible to participate in interscholastic athletics and extra curricular activities for fifteen (15) school days of the next grading period, beginning on the first day report cards are issued, except as provided in number 4 below. Incomplete assignments may be made up, provided they are completed in accordance with the regular rules of the school.
4. At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period.

**Extra curricular activities include:** Marching Band, Cheerleading, Show Choir, Chamber Singers, Fall Play, Spring Musical, Drama Competition, Boys' Lacrosse, Athletic Trainers, and Team/Activity managers for all sports.

## **SUBSTANCE ABUSE REGULATIONS FOR EXTRACURRICULAR PARTICIPANTS**

The following regulations apply to students who participate in extracurricular activities.

Warwick School District provides students with the opportunity to participate in many athletic programs and other extracurricular activities. Participation in such activities is a privilege and not a right. To protect the health and well being of our students, and the integrity of activities, Warwick School District has established regulations to discourage substance use and assist students through an education/intervention program. Parents and educators must instruct young people about abuse, discipline those who choose to use prohibited substances, and emphasize training and practice rather than the use of chemicals to improve performance.

An Extracurricular Activity Participation Contract is to be signed by each student and their parent/guardian at the beginning of the activity. This contract covers but is not limited to, the following seasonal extracurricular activities: Sports, Marching Band, Cheerleaders, Show Choir, Chamber Singers, Fall Play, Spring Musical, Drama Competitions, Trainers for all sports, Team/Activity Managers, Music Festivals, Student Government, and all other non-credit receiving academic activities.

During the regular school year, for extracurricular participants, this contract is in effect twenty-four (24) hours per day, seven (7) days per week for all students during the season or time frame they are participating in extra curricular activities and extend to summer months when they are participating in extracurricular school activities under the supervision of district personnel. A student who comes in contact with suspected drug or alcohol use should leave or avoid that location IMMEDIATELY to avoid temptation and eliminate suspicion.

### Definition of Terms

Alcohol or Alcoholic Beverage means (a) all alcoholic and malt beverages as defined in the Act of April 12, 1951 (P.L.90.No.21) known as the Pennsylvania Liquor Code, as amended; (b) ethyl alcohol of any degree of proof originally produced by the distillation of any fermented liquid, including synthetic ethyl alcohol, but not ethyl alcohol, whether or not diluted, that has been denatured or otherwise rendered unfit for beverage purposes;

(c) any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors, preparations or mixtures; and (d) any beer, lager beer, ale, porter or similar fermented malt beverage containing one-half of one percentum or more alcohol by volume, by whatever name such beverage may be called.

Drug means (a) any controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) or as further defined by regulation at 21 CFR 1300.11 through 1300.15, including Opiates (e.g., heroin, morphine, codeine, methadone), cocaine and "crack", cannabinoids (e.g., marijuana, hashish), amphetamines, barbiturates, benzodiazepines (e.g., Valium and Librium) and other narcotics and hallucinogens (e.g., phencyclidine (PCP), methaqualone (Quaalude) and peyote (LSD)); (b) any substance which is misused for the purpose of affecting a person's emotional, mental or physical facilities (e.g., aerosols, glue, solvents, etc.); (c) any prescription drug unless the drug (i) is in the possession of the school nurse or the student for whom the prescription was issued and (ii) used in accordance with the physician's prescription; (d) any over-the-counter medication unless possessed and used in accordance with the manufacturer's recommendations; (e) anabolic steroids; and (f) any substance which is represented as being, or which is thought to be by the person who

possesses or uses or distributes the substance, a drug, e.g. "look-alike-drugs," (g) any substance which, by its design, has the ability and function of altering a student's mood or faculties (e.g., K-2, bath salts, incenses, "lazy cakes," or any other similar substance).

Any student who participates in extracurricular activities who possesses, uses, or distributes drugs, unprescribed anabolic steroids, or alcohol will be referred immediately to the student assistance team for review. The student assistance teams are composed of school personnel with special training in adolescent chemical dependency, intervention, and after care. The teams have established school-wide intervention procedures for referring "at risk" students who demonstrate problems with drugs/alcohol. Intervention procedures include identification of students, collection and review of pertinent data, referral for assessment and evaluation, and participation in support programs.

In addition, the student will be suspended from participation in extracurricular school activities for a period of sixty (60) calendar days from the date of the infraction. If the school year concludes before the (60) day suspension has been completed, the suspension will continue at the beginning of the next school year or the commencement of the suspended student's school activities for the next school year. The suspension shall be reduced to forty (40) calendar days upon proof of successful completion or continued participation in an underage drinking and substance abuse program approved by the school district. The cost of such program shall be the responsibility of the student. Offenses occurring during the summer months when participating in extracurricular school activities under the supervision of district personnel will result in immediate removal from that extracurricular school activity, and the sixty (60) calendar day suspension from participation in all school activities and school-related programs shall begin with the first day of school. The suspension shall be reduced to forty (40) calendar days upon proof of successful completion or continued participation in an underage drinking and substance abuse program approved by the school district. The cost of such program shall be the responsibility of the student.

A second offense will constitute following the procedures outlined above with the exception that the suspension from participation in extracurricular school activities will be for sixty (60) calendar days and without the opportunity to reduce the suspension length upon successful completion or enrollment in an underage drinking and substance abuse program.

Each subsequent offense will constitute suspension from participation in all extracurricular school activities for 365 calendar days from the date of the infraction. A student wishing to participate in extracurricular school activities at the conclusion of the suspension shall undergo assessment to determine if follow-up treatment is required. Any recommended treatment must be successfully completed prior to resuming participation in extracurricular school activities.

#### **SUBSTANCE ABUSE POLICY**

The school board recognizes that substance abuse is a community problem. The school board is committed to the general principles of education, prevention, intervention and law enforcement in responding to this community issue. This policy is intended to discourage and prevent alcohol and drug use by students and to provide guidelines for an appropriate and effective response to any instances of alcohol or drug use by students.

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Warwick School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood altering substances by the entire student population.

As an extension of this policy, the following rules, regulations and guidelines shall be used by all school district personnel when responding to drug, mood altering substance, and/or alcohol related situations.

During the school year, a student who, on school grounds or during a school session, or anywhere at a school activity, consumes or is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over-the-counter drug, shall be subjected to discipline pursuant to the provisions and procedures outlined in guidelines established by the administration and approved by the Board. Students who violate the district's substance abuse policy will be subject to loss of privileges, suspension, and/or expulsion.

The following definitions apply to the district's substance abuse policy:

Alcohol or Alcoholic Beverage means (a) all alcoholic and malt beverages as defined in the Act of April 12, 1951 (P.L.90.No.21) known as the Pennsylvania Liquor Code, as amended; (b) ethyl alcohol of any degree of proof originally produced by the distillation of any fermented liquid, including synthetic ethyl alcohol, but not ethyl alcohol, whether or not diluted, that has been denatured or otherwise rendered unfit for beverage purposes; (c) any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors, preparations or mixtures; and (d) any beer, lager beer, ale, porter or similar fermented malt beverage containing one-half of one percentum or more alcohol by volume, by whatever name such beverage may be called.

Drug means (a) any controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) or as further defined by regulation at 21 CFR 1300.11 through 1300.15, including Opiates (e.g., heroin, morphine, codeine, methadone), cocaine and "crack", cannabinoids (e.g., marijuana, hashish), amphetamines, barbiturates, benzodiazepines e.g., Valium and Librium) and other narcotics and hallucinogens (e.g., phencyclidine (PCP), methaqualone (Quaalude) and peyote (LSD)); (b) any substance which is misused for the purpose of affecting a person's emotional, mental or physical faculties (e.g., aerosols, glue, solvents, etc.); (c) any prescription drug unless the drug (i) is in the possession of the school nurse or the student for whom the prescription was issued and (ii) used in accordance with the physician's prescription; (d) any over-the-counter medication unless possessed and used in accordance with the manufacturer's recommendations; (e) anabolic steroids; and (f) any substance which is represented as being, or which is thought to be by the person who possesses or uses or distributes the substance, a drug, e.g. "look-alike-drugs," and (g) any substance which is represented as being, or which is thought to be by the person who possesses or uses or distributes the substance, a drug, e.g. "look-alike-drugs," (g) any substance which, by its design, has the ability and function of altering a student's mood or faculties (e.g., K-2, bath salts, incenses, "lazy cakes," or any other similar substance).

School Property includes the grounds and parking areas surrounding each school building, school buses and other school vehicles.

School Activities includes all athletic, non-academic field trips and extracurricular events sponsored by the school.

Any student who possesses, uses, or distributes drugs, unprescribed anabolic steroids, or alcohol will be suspended from all school activities and will be referred immediately to the student assistance team for review. The student assistance teams are composed of school personnel with special training in adolescent chemical dependency, intervention, and after care. The teams have established school-wide intervention procedures for referring "at risk" students who demonstrate problems with drugs/alcohol. Intervention procedures include identification of students, collection and review of pertinent data,

referral for assessment and evaluation, and participation in support programs.

If the offense occurs during the school year, the student will be suspended from participation in school activities and school-related programs, excluding commencement, for a period of sixty (60) calendar days from the date of the infraction. School-related programs include, but are not limited to, dances, banquets or recognition ceremonies, class trips, non-academic field trips, or other similar activities. If the school year concludes before the sixty (60) day suspension has been completed, the suspension will continue at the beginning of the next school year or the commencement of the suspended student's school activities for the next school year. The suspension shall be reduced to forty (40) calendar days upon proof of successful completion or continued participation in an underage drinking and substance abuse program approved by the school district. The cost of such program shall be the responsibility of the student. Offenses occurring during the summer months when the student is participating in school activities under the supervision of district personnel will result in immediate removal from the school activities, and the sixty (60) calendar day suspension from participation in all school activities and school-related programs shall begin with the first day of school. The suspension shall be reduced to forty (40) calendar days upon proof of successful completion or continued participation in an underage drinking and substance abuse program approved by the school district. The cost of such program shall be the responsibility of the student.

A second offense will constitute following the procedures outlined above with the exception that the suspension from participation in school activities and school-related programs, including commencement, will be for sixty (60) calendar days without an opportunity to reduce the suspension length upon successful completion or enrollment in an underage drinking and substance abuse program. Each subsequent offense will constitute suspension from participation in all school activities and school-related programs, including commencement, for 365 calendar days from date of the infraction. A student wishing to participate in school activities at the conclusion of the suspension shall undergo assessment to determine if follow-up treatment is required. Any recommended treatment must be successfully completed prior to resuming participation in school activities.

Students who violate the district's substance abuse policy will lose their student driving/parking on school property privileges for a time period corresponding to their suspension from participation in school activities. A student's discipline record for substance abuse violations will be maintained throughout grades 7 and 8 at the middle school level and throughout grades 9, 10, 11, and 12 at the high school level. At the end of grade 8, a student's substance abuse record will be purged.

Any student who is self-referred or who is voluntarily referred by anyone else and who seeks help with a substance use/abuse and/or dependency, and who is not under the immediate influence of a chemical substance is not subject to the disciplinary provisions outlined in this policy for first and multiple offenses. However, the student will not be permitted to participate in any school-sponsored club, activity or athletic team until a recommendation can be made by the Student Assistance Team indicating that the student can safely and appropriately participate.

Any student who is self-referred and seeks help with a substance use/abuse and/or dependency will be referred to the SAP team for assessment and recommendations for service.

Warwick School District provides students the opportunity to participate in many athletic programs and other extracurricular activities. Participation in such activities is a privilege and not a right.

To protect the health and well being of our students, and the integrity of activities, Warwick School District has established regulations to discourage substance use and assist students through an education/intervention program. Parents and educators must instruct young people about abuse, discipline those who choose to use prohibited substances, and emphasize training and practice rather than the use of chemicals to improve performance.

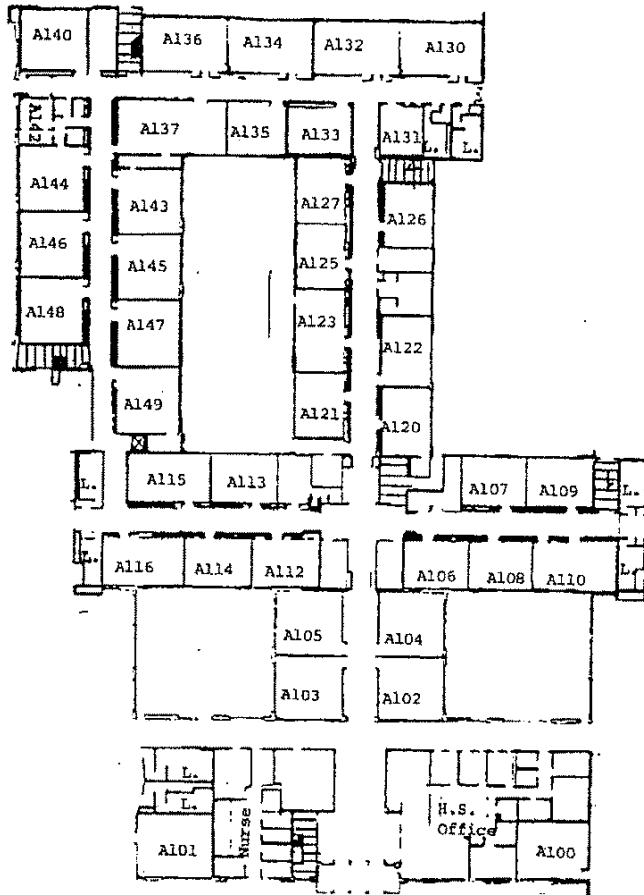
A student who is in a place where substance abuse is occurring should leave or avoid that location IMMEDIATELY to avoid temptation and eliminate suspicion.

An extracurricular participation contract to be signed by each student and their parent/guardian, will be issued at the beginning of the activity by each head coach or adviser. This contract covers but is not limited to, the following seasonal extracurricular activities: Sports, Marching Band, Cheerleaders, Show Choir, Chamber Singers, Fall Play, Spring Musical, Drama Competitions, Trainers for all sports, Team/Activity Managers, Music Festivals, Student Government, and all other non-credit receiving academic activities. The contract will include a statement concerning response to student violations of the district's substance abuse policy. The contract will include a definition and examples of drug/mood-altering substances.

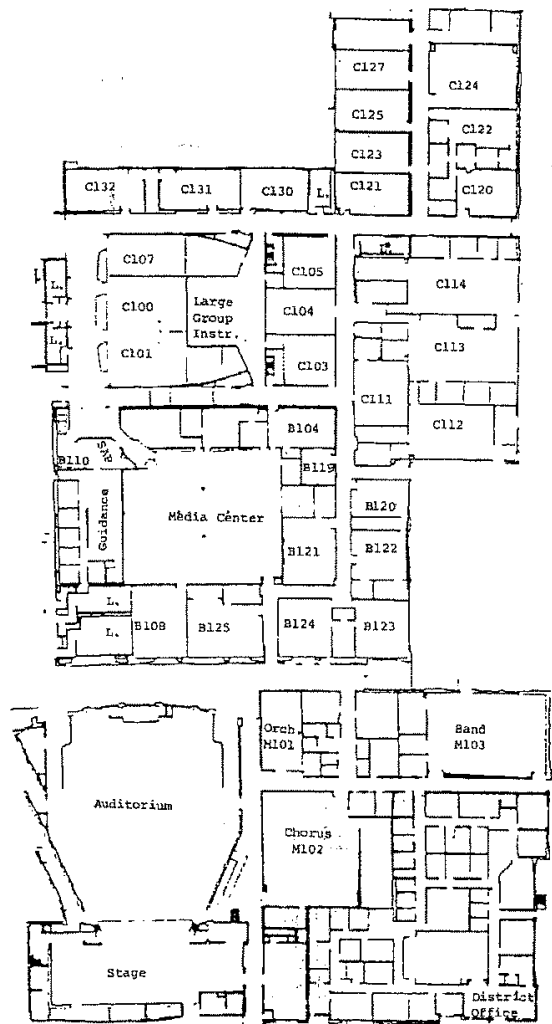
During the season or time frame students are participating in school sponsored extracurricular and athletic activities, the substance abuse regulations of the contract are in effect, twenty-four (24) hours per day, seven (7) days per week.

Infraction	Immediate Action
<p><b>1<sup>st</sup> Offense</b>-Student is using, possessing, distributing, or under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, during the time spent traveling to or from school or school-sponsored activities, or off school property where there is a nexus between the conduct and school.</p>	<p>Principal notified.</p> <p>A report of the incident will be written (and submitted to principal).</p> <p>Principal will search student, student's possessions, student's locker, and student's vehicle if parked on district property.</p> <p>Parent/guardian notified.</p> <p>Police notified.</p>
<p><b>2<sup>nd</sup> Offense</b></p>	<p>Same</p>
<p><b>3<sup>rd</sup> &amp; Subsequent Offense</b></p>	<p>Same</p>

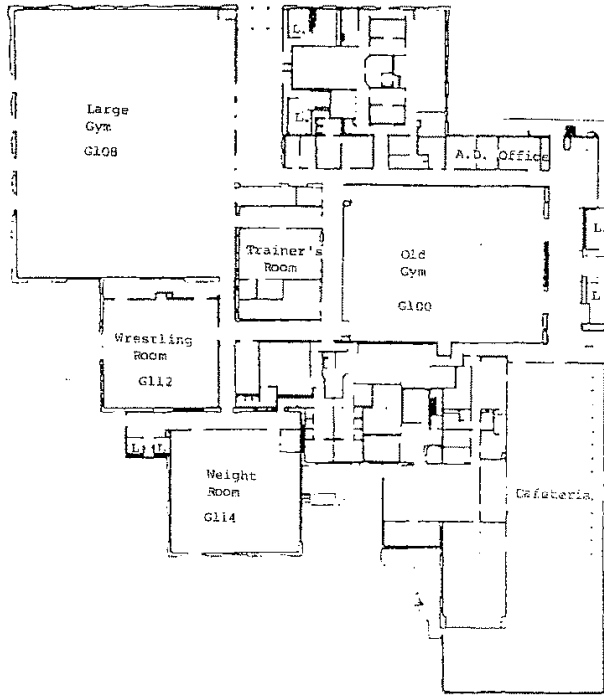
Disposition of Substance	Discipline
<p>Items found during the search that are related to the infraction should be placed in an envelope that is sealed and labeled with the student's name, the date, and the names of those present during the search.</p> <p>The envelope will be given to the police for further analysis (if warranted).</p>	<p><b>1.</b> If a principal, assistant principal, or any other person designated by the Board to enforce this policy, shall have reason to believe that a student has violated this policy, the administration shall</p> <ul style="list-style-type: none"> <li><b>a.</b> Schedule an informal hearing on the alleged violation as soon as practicable (which could be subsequent to receipt of report of laboratory or other scientific tests which may be required).</li> <li><b>b.</b> The building principal shall be the presiding officer to receive, hear, and evaluate all relevant evidence. The student, his/her parent(s)/guardian(s), and other district administration involved with incident shall be present.</li> </ul> <p><b>2.</b> As a result of such informal hearing, the building principal or administration designee may make any of the following determinations:</p> <ul style="list-style-type: none"> <li><b>a.</b> Dismiss the charge of the alleged violation and continue or reinstate the student in school.</li> <li><b>b.</b> Conclude that a violation of this policy has occurred.</li> </ul> <p><b>3.</b> When a violation of this Policy (227) has occurred, the building principal <b>shall</b>:</p> <ul style="list-style-type: none"> <li><b>a.</b> Refer student to SAP</li> <li><b>b.</b> Impose suspension from school not to exceed ten (10) days,</li> <li><b>c.</b> Impose suspension from extra-curricular activities (excluding commencement) for 60 calendar days. This suspension will be reduced to 40 days if student abides by SAP recommendation</li> <li><b>d.</b> Impose loss of student driving/parking privileges for a time period corresponding to the extra-curricular activity suspension.</li> <li><b>e.</b> File the appropriate report or charges immediately with the Lancaster County Probation Office, local police department, or other agency having jurisdiction.</li> <li><b>f.</b> Report the incident on the annual safe schools report</li> <li><b>g.</b> Convene a meeting with the student and parent/guardian before student returns to school from suspension or expulsion.</li> </ul> <p><b>4.</b> When a student violates Policy (227) the building principal <b>may</b>:</p> <ul style="list-style-type: none"> <li><b>a.</b> Refer the matter to the Superintendent who may file formal charges with the School Board for a formal hearing before the Board or a committee thereof. The Board may temporarily or permanently expel a student.</li> </ul>
Same	<p>Same as first offense except: The 60 calendar day suspension from extra-curricular activities may not be reduced and commencement is included</p>
Same	<p>Same as first offense except: 365 calendar day suspension from extra-curricular activities and commencement is included</p>



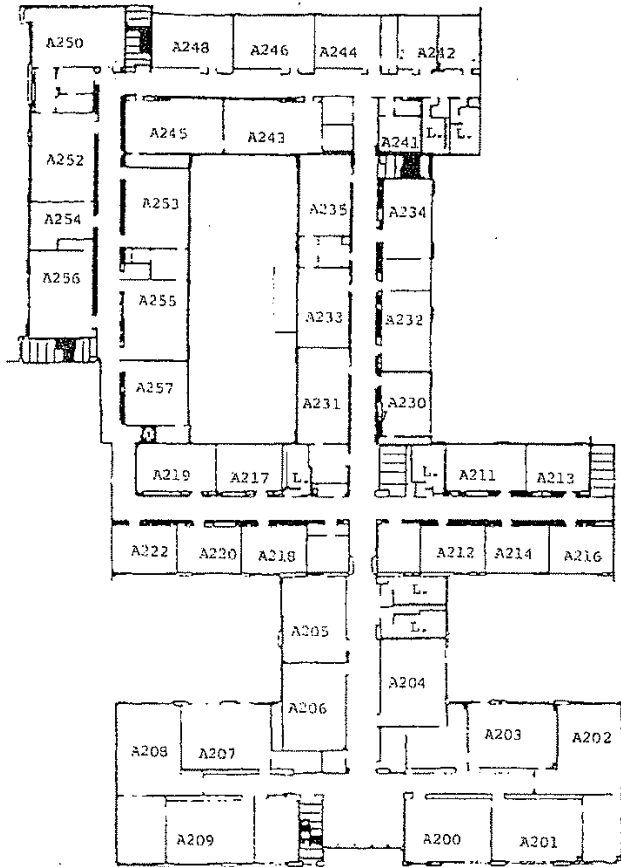
**First Floor**



Library Wing



**Gymnasium Area**



**Second Floor**

## **ALMA MATER**

Let's all stand for dear old Warwick  
With a spirit strong and true  
Red and black her high school colors  
Let them wave in glory new  
We will sing her praises ever  
Through the months and through the years  
Warwick is our Alma Mater  
Let's all sing it loud and clear!

School Colors: Red and Black

School Nickname: Warriors

## **REMEMBER WARWICK'S 3 R's:**

- 1. Responsibility**
- 2. Respect**
- 3. The Right Things**

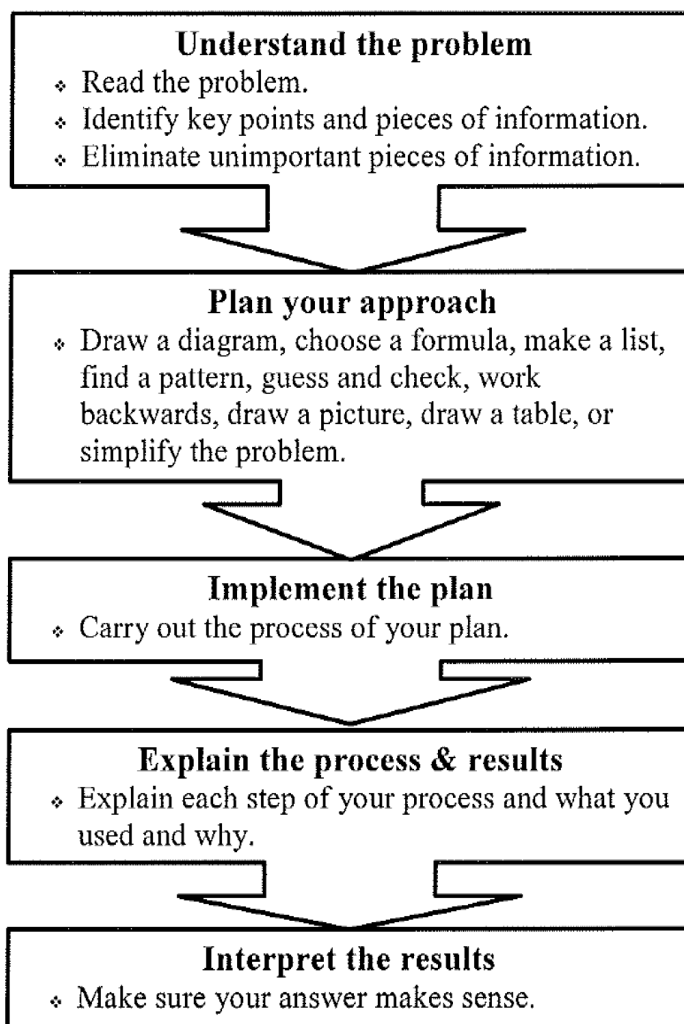
### High Frequency Words

adapt	define	extract
adjust	demonstrate	find
analyze	describe	flow chart
apply	design	gather (evidence, etc.)
appraise	detail	generalize
articulate	detect	generate
ask	determine	give (reasons, examples, etc.)
assess	develop	help
calculate	devise	identify
challenge	diagram	imagine
check	differentiate	incorporate
cite	discern	induce
classify	discover	inject
clarify	discuss	inquire
collect	display	insert
combine	dissuade	inspect
comment	distinguish	instruct
compare	edit	integrate
complete	elaborate	interact
compute	eliminate	interpret
conclude	embellish	invent
conduct	engage	investigate
connect	establish	justify
consider	estimate	label
contrast	evaluate	legitimize
construct	examine	limit
correct	exhibit	list
create	expand	locate
decide	experiment	make
deduce	explain	match
defend	explore	

## High Frequency Words

measure	respond
modify	retrieve
monitor	review
obtain	revise
organize	search
paraphrase	seek
participate	select
perform	set priorities
persuade	show
plan	solve
predict	state
present	structure
prioritize	summarize
produce	support
propose	synthesize
prove	teach
pursue	test
question	unpack
rate	use
reason	utilize
recognize	write
recover	
recreate	
redesign	
refer	
reflect	
refrain	
refuse	
reject	
represent	
research	

## Problem Solving Process



## **Reading, Writing, Speaking, and Listening** **Glossary of Literary Terms** (source PDE Standards)

**Alliteration:** The repetition of initial consonant sounds in neighboring words.

**Analysis:** The process or result of identifying the parts of a whole and their relationships to one another.

**Bias:** A lack of neutrality toward a topic.

**Characterization:** The method an author uses to reveal characters and their various personalities.

**Compare:** Place together characters, situations or ideas to show common or differing features in literary selections.

**Conventions of Language:** Mechanics, usage and sentence completeness.

**Evaluate:** Examine and judge carefully.

**Fluency:** Ability to read text with speed and accuracy, appropriate phrasing, and intonation; bridge between word recognition and comprehension.

**Focus:** The center of interest or attention.

**Genre:** A category used to classify literary works, usually by form, technique or content (e.g., prose, poetry).

**Hyperbole:** An exaggeration or overstatement (e.g., I was so embarrassed I could have died.)

**Imagery:** Descriptive or figurative language in a literary work.

**Irony:** The use of a word or phrase to mean the exact opposite of its literal or usual meaning; incongruity between the actual result of a sequence of events and the expected result.

**Literary Elements:** The essential techniques used in literature (e.g., **characterization**, setting, plot, theme).

**Metaphor:** The comparison of two unlike things in which no words of comparison (like or as) are used (e.g., That new kid in class is really a squirrel.)

**Narrative:** A story, actual or fictional, expressed orally or in writing.

**Personification:** An object or abstract idea given human qualities or human form (e.g., Flowers danced about the lawn.).

## Glossary of Literary Terms (continued)

**Point of View:** The way in which an author reveals characters, events and ideas in telling a story; the vantage point from which the story is told.

**Propaganda:** Information aimed at influencing the opinions or behaviors of large numbers of people.

**Public Document:** A document that focuses on civic issues or matters of public policy at the community level and beyond.

**Research:** A systematic inquiry into a subject or problem in order to discover, verify or revise relevant facts or principles having to do with that subject or problem.

**Satire:** A literary tone used to ridicule or make fun of human vice or weakness.

**Simile:** A comparison of two unlike things in which a word of comparison (like or as) is used (e.g., She eats like a bird.).

### Sources:

**Primary:** Text and/or artifacts that tell or show a first-hand account of an event; original works used when researching.

**Secondary:** Text and/or artifacts used when researching that are derived from something original.

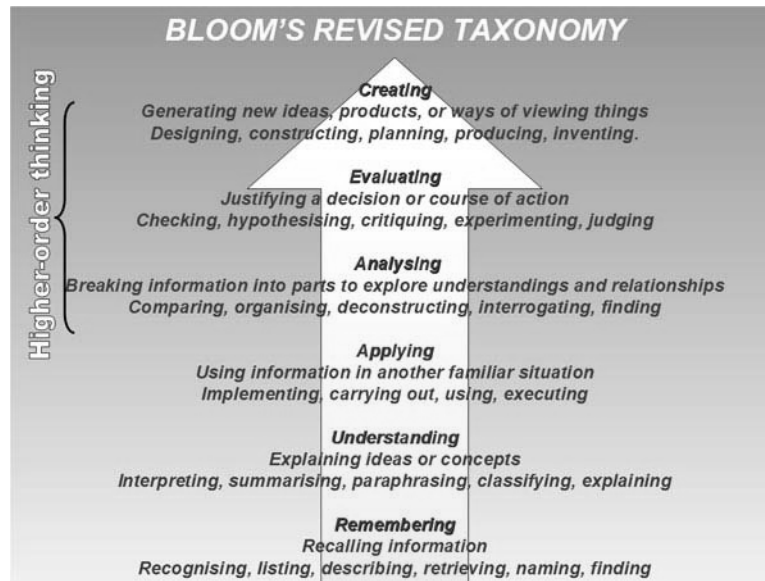
**Style:** How an author writes; an author's use of language; its effects and appropriateness to the author's intent and theme.

**Theme:** A topic of discussion or writing; a major idea broad enough to cover the entire scope of a literary work.

**Thesis:** The basic argument advanced by a speaker or writer who then attempts to prove it; the subject or major argument of a speech or composition.

**Tone:** The attitude of the author toward the audience and characters (e.g., serious or humorous).

**Voice:** The fluency, rhythm and liveliness in writing that make it unique to the writer.



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# **SCIENTIFIC METHOD**

Step #1:

## **State the Problem**

(The question that you want to answer)

Step #2:

## **Research**

Step #3:

## **Form a Hypothesis**

(A logical answer to your question)

Step #4:

## **Test the Hypothesis**

(Design a controlled experiment to test your hypothesis)

Remember:

- Dependent Variable/Independent Variable
- Control/Variable Groups—Constant
- Qualitative/Quantitative Observation

Step #5:

## **Data/Results/Observation**

- Collection
- Analysis

Step #6:

## **State a Conclusion**

Step #7:

## **Improvements/Extensions**