Dear Students and Parents/Guardians 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. If you are in need of a hard copy of any of the information or forms found online please contact the High School main office.

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 submit this signed page to your homeroom teacher. Thank you for your cooperation.

Sincerely,

HS Administration

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

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

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

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**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!

**WARWICK SCHOOL DISTRICT PERSONNEL**

**BOARD OF DIRECTORS**

Dr. Timothy Quinn President

Mr. Todd Rucci Vice President

Mr. Micahel Landis Treasurer

Mr. Millard Eppig, Jr.

Mrs. Leslie Penkunas

Mr. Nelson Peters

Mr. Benedict Sahd
Mr. Scott Shaub

Mrs. Debra Wenger

Mr. Nathan Wertsch Secretary\*

\*Non-member

**DISTRICT ADMINISTRATIVE PERSONNEL**

Dr. April M. Hershey Superintendent

Mrs. Melanie Calendar Assistant Superintendent

Dr. Ryan Axe Director of Secondary Education

Mr. Fred Griffiths Director of Technology

Mr. Nathan Wertsch Business Manager

Mr. Ryan Landis Athletic Director

**WARWICK HIGH SCHOOL ADMINISTRATION**

Mrs. Kristina Szobocsan Principal

Mr. Sydnor Harrison III Assistant Principal

Mr. Scott Kyper Acting Assistant Principal

TBD Assistant Principal

**WARWICK HIGH SCHOOL OFFICE STAFF**

Amber Kready Attendance Secretary

Sasha Santana Secretary

Judy Moyer Administrative Assistant

Susan Raezer Secretary

**WARWICK COUNSELING OFFICE STAFF**

Kathy Miller Guidance Secretary

April Norman Guidance Secretary

**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 or from extracurricular 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 nor retaliation shall occur as a result of good faith

charges of discrimination.

**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.

**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:

(1) 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.

(2) 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/her fellow students. (4) 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 to 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 the Commonwealth and local school authorities.
* Report accurately and do not use indecent or obscene language in student newspapers or publications.

**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.

**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. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

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. and report to the cafeteria to wait for the 7:50 a.m. official opening time. Students are dismissed from school at 3:01 p.m.

**Bell Schedule**

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

**Lunch A** 10:49 - 11:19

Class 11:24 - 12:19

Class 10:54 - 11:19

**Lunch B** 11:19 - 11:49

Class 11:54 - 12:19

Class 10:54 - 11:49

**Lunch C** 11:49 - 12:19

Period 5 12:24 – 1:13

Period 6 1:18 – 2:07

Period 7 2:12 – 3:01

**Emergency/Inclement Weather Procedures**

During the school year there may be occasions requiring a 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, our district website 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.

**Electronic Communication with Parents/Guardians:** Throughout the year, the high school administration may use theelectronic communication system, “Blackboard Connect” to send information home to parents/guardians. The Blackboard Connect system is also used to notify parents/guardians daily of student absence or tardy. It is important to provide the school district with current parent/guardian phone numbers and email addresses to increase efficiency in communication.

**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.

**Attendance**

* PA Compulsory Education Law
* Absence from School
* Unlawful Absence
* Lawful Absence
* Educational Trips
* Medical Appointments
* District Accountability for Absences
* Written Notification for Absences
* School-Family Conference & Truancy Elimination Plan (TEP)

The full version of the attendance policy can be found in the Warwick School District Attendance Manual on the Warwick High School webpage under the information header.

**Tardy to School**

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 at 8:00 a.m. Students who are tardy to school should report directly to the high school office to check in and receive a pass to homeroom. When a student is late to school, it will be recorded as a tardy.

If a student is late to school and has a valid reason stated on a note

signed by a parent/guardian, the tardy to school will be recorded as an excused tardy if the note is returned within three (3) school days and is approved by the administration. When students are unexcused tardy, the minutes will be accumulated over the course of the school year and the hours will be counted as an unlawful/unexcused absence**.**

Students will be permitted to have three (3) unexcused tardies to school in a given year without penalty. For each additional unexcused tardy, disciplinary action may be taken by the administration. Students who have a doctor’s appointment are to bring a doctor’s note with them when they return to school. Students who accumulate 10 occurrences of being tardy are subject to the possibility of having their parking tags revoked without a refund.

Students who enter school after 10:00 A.M. will be counted as being

absent for one half of a school day. Students who enter school after

1:00 P.M. will be counted as being absent for one whole school day.

**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: first offense-warning, second offense-teacher detention, third offense-office referral and disciplinary actions, fourth offense or more-office referral and

disciplinary actions.

**Cutting Class/Leaving School without Permission**

Students who cut class/leave school without permission without permission will be subject to disciplinary action.

 **Field Trip Permission**

Students participating in any school sponsored extra-curricular field trip or activity away from the high school must have parent/guardian

permission and notify classroom teachers whose classes will be missed, prior to dismissal. All school rules are in effect for students participating in field trips or school sponsored activities away from the high school.

**Post-Secondary Visits**

According to the attendance manual, WHS students are granted pre-approved annual visits to post secondary options such as: colleges, trade schools, or job sites - with a maximum (non-cumulative) of:

9th grade students - 1 day

10th grade students - 1 day

11th grade students - 3 days

12th grade students - 3 days

Parents need to notify the high school office prior to the requested visit. Proof of the visit needs to be returned to the office within 3 days of returning to school*.*

After a student has been accepted to his/her post-secondary placement, he/she may be excused for testing, freshman orientation or training if pre-approved by the high school office.

**School-Sponsored Activity Participation**

Students absent from school for medical reasons or other unapproved reasons are not permitted to participate in any school-sponsored activities for that day. Students sent home by the nurse may not participate in school sponsored activities that day. Students who report to school after 10:00 A.M. without a note from a doctor will be ineligible to participate in sports or other extracurricular activities, including practice, after school.

**Make-up Work**

It is the student’s responsibility to make arrangements with his/her teacher to make up work. The following time limits shall be enforced by the faculty and respected by the students:

* Work missed because of a short-term absence (one or two days) shall be made up within five school days upon return to school.
* Work missed because of a prolonged illness shall be made up within a period of time not to exceed twice the number of days absent. For example: If you are absent for five days, the work you missed should be made up within ten school days following your return.
* Parents may request homework for students (3 days worth at a time) who will be absent by calling the high school office at 626-3700. Please allow at least 24 hours for teachers to submit homework to the high school office.

 **Academic Life**

All curriculum and graduation requirements are outlined in the
2016-17 curriculum guide booklet. This guide is available online on the Warwick High School website under information or in the guidance office.

**Counseling**

There are four school counselors and two school psychologists at Warwick High School, who are able to assist all students throughout the year. Students are alphabetically assigned to a counselor and assigned to a school psychologist by grade level.

Tiffany Miller Student Last Names A-E

Jody Mateyak Student Last Names F-K

Beth Midgett Student Last Names L-R

Daniel Potts Student Last Names S-Z

Megan Demianovich- School Psychologist 10-12

Christina Moore- School Psychologist 9

Students are urged to meet with their school counselor to discuss

academics, post-secondary/career plans, and personal/social concerns. Appointments may be made by stopping in the counseling office or by calling the counseling office at 626-3700, ext. 3745.

**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
* Immunization Requirements
* Illness and Injury
* Communicable and other Diseases
* Physical Examination
* School Health Screenings
* Accidents
* Insurance

The complete list of health service supports and requirements can be found on the Warwick High School webpage under the Health Room link.

**Safe Reporting for Students/ Video Surveillance**

Warwick School District uses video surveillance equipment on campus and on district-provided transportation. There should be no expectation of privacy on the campus or various modes of transportation provided by the Warwick School District due to the use of this safety and security equipment. Videos and images are housed within the district and are for official use only.

The Lancaster County School Violence Hotline (1-888-814-3684)

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

Students may also anonymously report any incidents or threats of

possible violence, bullying, harassment, and/or inappropriate conduct to school district authorities, by utilizing **Tip411**. Students may submit tips through Tip411 in one of two ways: 1) Through the web by clicking on the “tip411” icon found under the “Links” tab of the student portal. 2) Through a mobile device by texting the word “Warwick” and a tip to 847411. Unlike the Lancaster County School Violence Hotline, Tip411 will be monitored during school hours, from 7 am to 4 pm. Students should continue to abide by the school’s cell phone policy.

Students should recognize the difference between those incidents that require a 911 emergency call and those that would be appropriate for the hotline/Tip411. **ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 IMMEDIATELY.** The School Violence Hotline/Tip411 has been established 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.

 **Reporting Dating Violence**

The purpose of board policy #252 is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times. Students who have been subjected to dating violence should promptly report such incidents, orally or in writing, to a guidance counselor.

 **Student Assistance Program (SAP)**

The Student Assistance Program is designed to identify and intervene with at-risk students who are experiencing barriers to learning and school success (due to alcohol or drug use, depression, or other concerns). A SAP assessor can help make recommendations for students to take advantage of at school or in community. 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.

**Academic Honor Code**

Honest excellence in education requires a partnership in learning with

administrators, teachers, students, support staff, and parents committed to daily interactions that reflect mutual respect and trust. All parties have responsibilities to achieve a positive, honest educational environment.

**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 teacher will notify the student’s parents/guardians and refer the student to the building administration. Additional infractions by the student will result in the above academic penalty, suspension, and a parent/guardian conference with the principal.

**Cheating-** is the act of gaining an unfair advantage, or misrepresenting

one’s knowledge. It includes, but is not limited to:

* Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests or examinations.
* Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.
* Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests or examinations, in order to gain more information.
* Choosing to be absent on the due date of a paper, project, quiz or test.
* Copying answers from another student’s quiz or test.
* Allowing another student to copy answers from a quiz or test.
* Orally communicating answers during a test or quiz.
* Transmitting answers by use of non-verbal signals during a test or quiz.
* Digitally communicating or transmitting answers regarding a test or quiz
* Using notes or other unauthorized materials during a test or quiz.
* Gaining access to test questions or answers before a test
without permission of the teacher.
* Violating test or assignment procedures established by the teacher.
* Copying the homework of another student and submitting it as one’s own.
* Collaborating with others or with written materials in take-home assignments unless expressly allowed to do so by the teacher.
* Misrepresenting sources by listing materials in a works cited that were not actually used
* Obtaining a paper from any source (a person, a text, on-line) and submitting it to a teacher as one’s own work.
* Lying about any of the above.

**Plagiarism-** includes, but is not limited to, the following behaviors:

* Directly copying part or all of another person’s work and

presenting it as your own.

* Submission of papers or reports from commercial research companies, including on-line sources.
* Copying portions of a text without crediting sources.
* Rephrasing another person’s ideas and presenting them as your own without crediting sources.

**Grading Policy**

The grade for a course is the teacher’s evaluation of the student’s

degree of achievement. Grading scales are detailed in the curriculum guide or available in the guidance office. A final grade of D- (>60) must be maintained to pass 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 marking period, a contact to parent/guardian will be made by the teacher. The district grading and assessment guidelines can be found on the Warwick High School webpage under the information header.

**Report Cards**

Report cards will be available to students at the end of each nine-week marking period. Parents/Guardians will receive an email notification when report cards are completed. Paper copies will be available upon request through the guidance office. 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.

**Honor Roll Criteria**

Honor Roll Types

* Distinguished Honor Roll - 3.50 and above
* Regular Honor Roll - 3.00 to 3.49.

Any grade below a C- excludes a student from either honor roll. A student is not eligible for Honor Roll if an “I” for incomplete exists in any course designated for Honor Roll.

**Honor Societies**

Warwick School District supports Honor Societies in several curricular

areas, a full list of the Societies and their requirements can be found on the Warwick High School webpage under the information header.

**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 a suspension the year preceding the election or have had a suspension during the year in office, if elected. If the grade average of C is not maintained, or the candidate receives a suspension, he/she will be removed from the organization. The Student Government requirements can be found on the Warwick High School webpage under the information header.

**Clubs**

Warwick School District supports a plethora of club activities throughout the school year. Students are encouraged to take advantage of these activities. A complete club list can be found on the Warwick High School webpage under the information header.

**Backpacks/Drawstring Bags/Purses**

Because of concerns for student safety, students may carry book bags and backpacks to and from school; however, students will be permitted to carry drawstring bags from class. Backpacks are not permitted 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 purses from class to class, but they must not exceed the size of a standard textbook and should be placed on the floor during class. Students are encouraged to protect their electronic devices in a sleeve or case that is appropriately sized. Abuse of carrying purses/drawstring bags during the school day may result in loss of this privilege.

**Dances**

Dances are sponsored by various school organizations. Dances are for Warwick students and their guests.A guest must be at least in the 9th grade, attend high school, or be home schooled. Individuals under the age of 21 are permitted as a guest to attend Homecoming and Prom. Allguests 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. All school rules and regulations remain in effect during these school activities.

**Food/Beverage Guidelines**

Food and beverages shall be consumed in the cafeteria only. Students may **only consume water** outside of the cafeteria. Water **MUST** be in a clear plastic bottle with a lid and the bottle should be no larger than 24 oz. Students in possession of food and/or beverages will have the items confiscated or be asked to throw them away and may receive disciplinary consequences. The use of outside food (i.e. pizza, fast food, candy, etc.) purchased and provided by teachers, other school staff, students or parents will not be permitted as part of a food reward. All food rewards should be purchased through the district’s Food Services Division to guarantee that the food meets the Chapter 12 - Food and Nutritional guidelines. In addition, all recommendations and directives related to student needs due to food allergies in the classroom and school must be followed.

**Video/Photo Release**

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.

 **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 that causes the disruption of the educational process or constitutes a health or safety hazard. Students who wear inappropriate clothing will be asked to make appropriate corrections at school or may be sent home if necessary. Students may 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 that may be considered a distraction to the learning environment. This includes but is not limited to:

1. Clothing which advertises drugs, alcohol, or tobacco

2. Clothing which suggests a direct or double meaning regarding

 drugs/alcohol, sex and/or inappropriate language

3. Clothing/belt buckles/accessories displaying the Confederate flag

4. Clothing that is see-through and/or revealing.

5. Exposed undergarments, including straps and underwear/boxer

 shorts.

6. Clothing that promotes violence

The following categories provide descriptions of inappropriate attire: **Heads:** Students are not permitted to wear hoods, hats, caps, bandanas as hats, headbands, or sunglasses. **Torso:** Clothing must cover stomach, back, chest, and undergarments. Students are not permitted to wear shirts/tops with oversized armholes or straps less than two inches wide. **Legs:** Shorts, skirts, dresses must extend closer to the knee than the hip. Students are not permitted to wear clothing with holes closer to the hip than the knee. **Feet:** Adequate footwear must be worn (i.e. bare feet or socks only are not permitted). It is recommended that students do not wear flip flops or slippers due to safety concerns.

**Electronic Devices**

The Warwick School District Electronic Devices Policy #237 prohibits the use of personal communication devices, cellular telephones, laptops, personal digital assistants, and other emerging technologies by students during the school day (excluding prior to 7:50 and lunch), 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. The principal must approve requests for exemption. Students are not permitted to be in possession of laser lights/pens in school at any time.

**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. The full version of Acceptable Use Policy can be found under the Technology link on the Warwick School District webpage.

**Cell Phone Use Guidelines**

Cell phone use is permitted during the following times: in the morning

until 7:50 AM in the cafeteria and small gym, at lunch, and after dismissal. Cell phones are not permitted in the hallways until dismissal at 3:01PM. Cell phones may not be used to access unfiltered Internet at any time. Cell phones may not be used to conduct any activities that violate state and/or federal law, school rules, or Board policy (Electronic Devices Policy 237, Unlawful Harassment Policy 248, & Bullying/Cyberbullying Policy 249).

The following conditions apply:

* At no time should students use cell phones to capture images (camera or video) without specific permission from a teacher or administrator for a class assignment.
* At no time should cell phones be seen, heard, or used during academic classes or study halls, unless for instructional purposes with permission by the teacher.
* All cell phones should be off during school hours except during lunch.
* Phones should be set to silent or vibrate when used before school or during lunch.
* Students who leave classes, study halls, or lunch on a pass are not permitted to use cell phones at that time.
* Checking the time is not an acceptable reason to access a phone during the school day.
* Cell phones must be turned off and stored when students are in restrooms, locker rooms, and in other areas where individuals would have similar expectations of privacy.

**Consequences**

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 to access 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 may 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 may 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 a two-week period. **Fourth Offense** **and Beyond:** Administrative discretion

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. The school is not responsible for cell phones that are lost or stolen on school property.

**Employment Certificate (Working Papers)**

Employment certificates are required by Pennsylvania law for

employment of all persons between the ages of 14 and 17. 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). Under the Pennsylvania Child Labor Act, the Warwick School District may deny or revoke a work permit due to a student not maintaining adequate academic achievement.

**Hallway Guidelines**

Students should not loiter and/or congregate in hallways during change of classes but proceed to their destination in a timely manner. 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 7:50 a.m. 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.

**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 hours and resources can be found on the Warwick High School website under the Library link.

**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 provided by 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**.

**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

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.

Warwick School District uses video surveillance equipment on campus and on district-provided transportation. There should be no expectation of privacy on the campus or various modes of transportation provided by the Warwick School District due to the use of this safety and security equipment. Videos and images are housed within the district and are for official use only.

**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. 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 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 permitted to participate in Commencement exercises until all obligations, including disciplinary obligations, are satisfied. Any student with an obligation will not be given a uniform at the beginning of the season until all obligations have been satisfied.

 **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. All cars parked on school property must be registered on Warwick registration forms provided by the high school office. 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.

* Students are **NOT** permitted to park in any spaces designated for faculty, District Office parking lot, reserved spaces or visitor spaces, Lititz Springs Park parking areas and along the island adjacent to the entrance to the **gymnasium.**
* Students will be charged a $25.00 fee for a numbered space in the high school parking lots for the school year. Students will be charged a $10.00 fee to park in a designated area of the middle school parking lot.
* Students are **NOT** permitted to go to their car during the day unless permission is granted by the high school administration.
* Students are not permitted to display the Confederate Flag in any manner.
* Students who accumulate 10 occurrences of being tardy are subject to the possibility of having 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.

**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

 **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, physical, online and/or electronic 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.

**Hazing**

Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or causes willful destruction or removal or public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

**Searches**

School authorities may search a student’s locker/person 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. The school district has the right to view computer screens with our without the knowledge of the user and record user activity and history.

**Weapons**

Students are prohibited from possessing and/or bringing weapons and replicas of weapons into any school district buildings, on to school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school. A weapon shall be defined as including but not be limited to any knife, cutting instrument, cutting tool, nunchaku, fire arm, shot gun, rifle, replica of a weapon and any other tool, instrument, or implement capable of inflicting serious bodily injury. permitted to bring guns, look-a-like guns, mace/pepper mace, razor blades, knives, ammunition, or other weapons to school. Students found to be in possession of a weapon will be suspended from school until a hearing can be scheduled with the Superintendent.

**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.

**Student Code of Conduct**

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’s firm, fair, and consistent approach to dealing with inappropriate student behavior. WSD now employees a School Resource Officer (SRO) in order to ensure the safety of our students.

 **Classroom Managed Discipline**

(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 behavior problem continues in the classroom, the teacher will write a referral to the office for administrative discipline.

**Administrative Managed Discipline 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 notification describing the reason for the detention and the date(s) the detention is to be served. Administration and/or students will notify parent/guardian of the detention. 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 schoolwork. An adult monitor will be responsible for direct supervision of detention and of collection of student electronic devices.

**In-School Suspension**

In-school suspension is defined as the exclusion from classesfor a

period of time determined by the administration. No student may be

assigned to in-school suspension unless he/she has been informed of

the reasons for the suspension and has been given an opportunity to

respond before the suspension becomes effective. Communication to the parents or guardian shall follow the suspension action taken by the school. An adult monitor will be responsible for direct supervision of in-school suspension and of collection of student electronic devices. Students shall report to the WHS office upon arrival to school on the day of their assigned in-school suspension.

The school district has the responsibility to make some provision for the student’s education during the period of the in-school suspension.

Students assigned to in-school suspension may not participate in school sponsored social or extra-curricular activities in any way until reinstated in school. When the in-school suspension exceeds ten consecutive days, an informal hearing with the principal shall be offered to the student and

his/her parent/guardian prior to the eleventh day in accordance with the procedures in relating to the hearing.

**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**.**

**Out-of-School Suspension**

Out-of Schoolsuspensionis 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 shall be notified when the student is suspended. When the student is suspended for more than three consecutive days, the student and a parent or guardian is 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**

Expulsionis exclusion from school by the Board of School Directors for a period exceeding 10 consecutive school days and may be permanent expulsion from the school roles. All expulsionsrequire a prior formal hearingunder 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 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 expulsionthe student is entitled to a formal hearingbefore 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 hearingwith the principal.

**Building (Informal) Hearings**

A building hearing can be held for a single infraction or an accumulation during the year. This hearing may be held before school administration or any other individuals specific to the incident(s).

* Notification of the charges and hearing date shall be sent to the student’s parent or guardian.
* The hearing will be held within 5 days of the suspension.
* This hearing may result in a behavior plan being put in place.

**Administrative Hearings**

An administrative hearing will be held pertaining to weapons, controlled substances/paraphernalia, severe threats of safety to student body or campus. Holding an administrative hearing may also result from a building hearing.

* Notification of the charges and hearing date shall be sent to the student’s parent or guardian.
* This hearing will include school administration, staff, parents, students and others pertaining to the incident(s).
* Meeting will be facilitated by the Assistant Superintendent.
* Assistant Superintendent will send a follow-up letter to the family summarizing the discipline and proposed next steps for the student.

 **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.

**Academic Eligibility for Interscholastic Sports and Extra-Curricular Activities**

Students who are failing two (2) or more subjects or are not passing four (4) full credits or the equivalent, will be considered academically ineligible for competitions and performances.

* 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.
* 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.
* 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.

For purposes of this policy, “extracurricular activities” include all interscholastic sports teams, Marching Band, Cheerleaders, Show Choir, Chamber Singers, Fall Play, Spring Musical, Drama Competitions, Music Festivals, Student Government or non-credit student activities offered by the School District (including social events like dances, Prom, etc.).

**Possession/Use of Tobacco Products**

Policy 222 prohibits students from possessing or using “tobacco products” in school buildings, school buses/vehicles, on any school property owned, leased or under the control of Warwick School District or while attending any school-sponsored activity or event regardless of its location. This prohibition also applies to the use and possession of tobacco products while in motor vehicles that may be parked on or in use while on school property or at a school-sponsored activity.

Tobacco products prohibited by this policy include any type of cigarette, cigar, pipe, smokeless tobacco (i.e. snuff or chewing tobacco), electronic cigarette or vaping devices, or any type of smoking product or material.

Students who violate the policy prohibiting tobacco products shall be subject to the following disciplinary consequences:

* 1st offense – at minimum a one (1) day out-of-school suspension
* 2nd offense - at minimum a two (2) days out-of-school suspension
* 3rd or subsequent offense - at minimum a three (3) days out-of-school suspension
* In addition, students violating this policy shall be prohibited from participating in and/or attending interscholastic sports, extracurricular activities and/or school-sponsored activities for seven (7) calendar days after a first offense, and prohibited from participating on the interscholastic sport team and/or extracurricular activity for the balance of the season/activity for a second or subsequent offense.

The School District may also refer students who violate the policy prohibiting “tobacco products” to the local District Magistrate for civil penalties, which may include a $50 fine and/or an alternative adjudication imposed by the court.

**Alcohol, Controlled Substances and Drug Paraphernalia**

Policy 227 prohibits students from possessing, consuming, distributing or being under the influence of alcohol, controlled substances or drug paraphernalia while in school buildings, school buses/vehicles, on any school property owned, leased or under the control of Warwick School District, or while attending any school-sponsored activity or event regardless of its location.

This policy prohibition also applies to students who participate in interscholastic sports and/or extracurricular activities throughout the entire calendar year (i.e. 365 days), both while in school and while out of school (24/7) as a precondition to their eligibility to participate in those sports and/or extracurricular activities.

The policy definition of “controlled substance” includes alcohol, illegal drugs, drug paraphernalia, steroids, prescription or over-the-counter medication that are used or possessed in violation of Policy 210 (Medications), look-alike drugs or any substance consumed with the intent to cause a physiological effect on users. Students and their parents/guardians are encouraged to review the Policy 227 definitions, however, these examples below are provided to illustrate some of things that are prohibited this policy:

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157188.3

* Alcoholic beverages – includes beer, wine, distilled spirits or any other liquids containing ethyl alcohol in any amount or anything else qualifying as an alcoholic or malt beverage under Pennsylvania’s Liquor Code.
* Drugs – includes any controlled substance that is illegal to possess under state or federal law (i.e. marijuana, cocaine, heroin, PCP, anabolic steroids, etc.); over-the counter and/or prescription medications possessed by a student unless prior authorization is given under Policy 210 or 210.1 for a student to possess such medications on his or her person while at school, in school vehicles or attending school-sponsored activities; “look-alike” drugs that resemble or are represented to be an illegal controlled substance; or substances that when consumed cause a physiological effect similar to an illegal controlled substance (i.e. bath salts, glue, solvents, etc.)
* Drug Paraphernalia – includes any equipment, device or material which is either used or designed to conceal, consume, smoke, inhale, store, distribute, or process a drug.

For purposes of this policy, “extracurricular activities” include all interscholastic sports teams, Marching Band, Cheerleaders, Show Choir, Chamber Singers, Fall Play, Spring Musical, Drama Competitions, Music Festivals, Student Government or non-credit student activities offered by the School District (including social events like dances, Prom, etc.).

Students who violate the policy prohibiting the possession, use, distribution or being under the influence of controlled substances (as defined in Policy 227) shall be subject to all of the following disciplinary consequences:

* A ten (10) days of out-of-school suspension from school, plus the school administration may recommend an expulsion from school (up to and including a permanent expulsion) when deemed appropriate. A student receiving a 10 day out-of-suspension from school may have the suspension reduced 7 days upon successful completion of a Student Assistance Program (“SAP”) recommendations;
* A referral to the SAP;
* Reporting of policy violations occurring at school and/or school-sponsored activities to local law enforcement;
* The following applies to any policy violation occurring 365 days a year, whether in school or out of school: Prohibited from participating in and/or attending interscholastic sports, extracurricular activities and/or school-sponsored activities as follows: **1st Offense**: sixty (60) calendar days after such a violation, which may be reduced to forty (40) days if a student abides by all SAP team recommendation; **2nd Offense:** sixty (60) calendar days after such a violation without the possibility of a reduction; **3rd or subsequent offense** – three hundred and sixty-five (365) calendar days prohibition after such a violation without the possibility of a reduction; and
* Loss of student driving/parking privileges for the same time period as the prohibition from participating in and/or attending extracurricular/interscholastic sport.

Any student who voluntarily reports that he/she needs assistance to address a substance abuse or dependency issue shall not be considered to be in violation of Policy 227, if all of the following conditions apply: (1) the student has not previously been disciplined for violating Policy 227; (2) the student is not caught possessing, using or distributing items prohibited by Policy 227; (3) the student is not under the influence and/or has not ingested a controlled substance in the time period immediately prior to the self-referral; and (4) the student has not been reported for, and is not being currently investigated, for a potential violation of Policy 227. A self-reporting student shall not be permitted to participate in and/or attend interscholastic sports, extracurricular activities and/or school-sponsored activities until a SAP team evaluation is completed that indicates the student can safely and appropriately participate or attend those activities.

For purposes of reviewing potential policy violations which may result in a student being prohibited from participating in and/or attending interscholastic sports, extracurricular activities and/or school-sponsored activities, the School Board designates the school building principal and/or assistant principal to preside at any informal hearing to review relevant information and decide whether or not the student engaged in conduct that violates the policy. The building principal and/or assistant principal, in consultation with the Superintendent of Schools, shall be empowered to make a final decision after the informal hearing (or without an informal hearing if the student and parent/guardian decline to attend such hearing).

157188.3

**Prohibition Against Alcohol, Controlled Substances and Drug Paraphernalia for Extracurricular Curricular Participants**

Warwick School District considers participation in interscholastic sports and/or extracurricular activities to be a privilege, not a right. Students who desire to participate in these sports and/or extracurricular activities are required to comply with additional rules involving alcohol, controlled substances and drug paraphernalia as a condition of their eligibility to participate in them.

The School District prohibits any student involved in interscholastic sports and/or extracurricular activities, whether it is in season or out of season or during the extracurricular activities designated involvement from possessing, using, distributing or being under the influence any controlled substance, alcohol, or drug paraphernalia. Such conduct is prohibited at any time and at any place 365 days each year.

Any student who participates in interscholastic sports and/or extracurricular activities violates this policy if he/she:

* possesses, uses, distributes or is under the influence of an alcoholic beverage (which includes beer, wine, distilled spirits or other substances containing ethyl alcohol);
* possesses, uses, distributes or is under the influence of a controlled substance (which includes illegal drugs, prescription/over-the-counter medication unless prior permission exists to possess such mediation under Policy 210 or 210.1, look-alike drugs or other substances used or intended for use in order to obtain a psychological effect by the user); or

157229.3

* possesses, uses or distributes drug paraphernalia (which are devices designed or used to store, smoke, ingest or distribution controlled substances).

A student who violates this policy shall be prohibited from attending or participating in interscholastic sports and/or extracurricular activities (included practices, training sessions and rehearsals related to sports or activities) as follows:

* **1st offense** – sixty (60) days from the date of the prohibit conduct; however, it may be reduced to forty (40) calendar days if the student participate in a Student Assistance Program and demonstrates compliance with any treatment recommendations.
* **2nd offense** – sixty (60) days from the date of the prohibit conduct;
* **3rd or subsequent offense** – three hundred and sixty-five days (365) calendar days from the date of the prohibited conduct.

This policy applies to all students participating in any manner with any interscholastic sports team and/or extracurricular activity sponsored by the School District. Extracurricular activities covered by this policy include: Marching Band, Cheerleaders, Show Choir, Chamber Singers, Fall Play, Spring Musical, Drama Competitions, Music Festivals, Student Government or non-credit student activities offered by the School District.

Students shall be required to sign an Athletic/Extra Curricular Contract in order to be eligible to participate on an interscholastic sports team and/or in extracurricular activity and to acknowledge that the policy has been explained to them and they understand the potential penalties for policy violations.