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 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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**WARWICK SCHOOL DISTRICT PERSONNEL**

**BOARD OF DIRECTORS**

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Mr. Todd Rucci, Vice President

Mr. Darryl Miller, Treasurer

Mr. Millard Eppig, Jr.

Mr. Michael Landis

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

Dr. Robin Felty Assistant Superintendent

Mrs. Melanie Calendar Director of Elementary Education

Mrs. Doreen Packer Director of Technology

Mr. Nathan Wertsch Business Manager

Mr. Ryan Landis Athletic Director

**WARWICK HIGH SCHOOL ADMINISTRATION**

Dr. Ryan J. Axe Principal

Mr. Sydnor W. Harrison, III Assistant Principal

Mrs. Kristina L. Szobocsan Assistant Principal
Mr. Steven R. Szobocsan Assistant Principal

**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!

**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.

**Counseling**

There are four full-time school counselors at Warwick High School, who are able to assist all students throughout the year. Students are

alphabetically assigned to a counselor.

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

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.

**Safe Reporting for Students**

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 at-risk students who are experiencing barriers to learning

and school success (due to alcohol or drug use, depression, or

other concerns). 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.

 **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.

**2015-2016 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

**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 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.

**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.

**Electronic Communication with Parents/Guardians**

Throughout the year, the high school administration may use the

electronic communication system, “Alert Now” to send information home to parents/guardians. The Alert Now 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.

 **ATTENDANCE**

**PA Compulsory Education Law**

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 pages provide a quick overview of Pennsylvania’s educational laws regarding compulsory school attendance.

 **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.

**Excuse Cards**

All students, including those 18 years old or older, are required to return an excuse card signed by a parent or guardian to the high school office when they have been absent from school. Absences of three (3) or more consecutive days may require a note from a physician. The excuse card must be returned within three (3) school days of being absent from school If an excuse card is not returned after three (3) days, the excuse will be counted as unexcused/unlawful. Students who accumulate twenty (20) days of unexcused absences will not be permitted to participate in Commencement exercises.

**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 will be treated as unexcused/unlawful until the school district receives a written excuse explaining the reason(s) for 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), 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.

Warwick School District uses the electronic communication system,

“Alert Now” to notify parents/guardians daily when their student is tardy to school or absent without pre-approval.

 **Excused/Lawful Absences**

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

* 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 11th and 12th Grade Student visits to colleges - maximum of three (3) days annually
* Authorized school activities
* 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
* 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 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.

**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. Students sent home by the nurse may not participate in extra-curricular activities that day.

 **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.

After a student has seven (7)absences, a Doctor’s Excuse Warning Letter is issued to the parent/guardian.

After a student has ten (10) 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 unexcused/unlawful until the school receives a written excuse, to be submitted within three (3) days of the absence.

**Unlawful Absences (under 17 of age)**

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.

An administrator will meet with the student, after the student has three (3) unlawful absences. The school will then send The First Official Notice of Absence 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. 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 will be referred to the district magistrate.

 **College Visits**

According to school board policy, 11th and 12th grade students are

allowed three (3) days per year to visit colleges. Parents need to notify the high school office prior to visiting a college. Proof of the visit needs to be returned to the office within 3 days of returning to school*.* After a student has been accepted by a college, he/she may be excused for testing or freshman orientation if pre-approved by the high school office.

 **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 pre- 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 building administrator for pre- 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 located on the district and school websites.

Neglecting to gain prior approval for the educational trip will result in the recording of unexcused/unlawful 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 may 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 prior to the trip.

**Make-up Work**

Students are expected to make-up work missed during excused

absences from school. 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.
* Arrangements should be made to make up work missed due to an excused absence or an excused trip before the absence occurs.
* Tests missed during this time should be made up within three days of student’s return to school.
* Parents may request homework for students who will be absent three (3) or more days 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.

 **Homebound Instruction**

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

 **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/unlawful until a note is submitted.

If an appointment becomes necessary at the last minute, the

parent/guardian must contact the building to provideauthorizationforthe student leave schoo**l.** 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 extra-curricular 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.

**Leaving School Without Permission**

Students should NEVER leave the high school building or property for

any reason once they arrive at school in the morning without proper

authorization from the high school office or from the high school nurse. Students who leave school during school hours without the appropriate permission will be recorded as being unexcused/unlawful. Disciplinary action will be taken by the administration.

 **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.

Students will be permitted to make up work for a tardy. 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 will have 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.

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.

 **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.

**Cutting Class**

Students who cut class 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 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 or are not passing four (4) full credits, or the equivalent, will be considered academically ineligible. Passing grades are 60% average or better.
	+ Students with 3 or more days of suspension.
	+ Students must make arrangements prior to the trip or
	dismissal for the make-up of missed material or tests.
	+ Students with two (2) 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.

 **Senior Late Arrival/Early Release Program**

Seniors who have a study hall first or seventh period, may apply for this program at the beginning of each semester, for the duration of the semester only. Students must re-apply at the beginning of the next semester to continue in the program. Applications may be obtained from the high school office. Applications will be reviewed for four major criteria: academics, attendance, disciplinary 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.

 **ACADEMIC LIFE**

All curriculum and graduation requirements are outlined in the
2014-15 curriculum guide booklet. This guide is available online on the high school counseling page of the district website or in the guidance office.

**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.

**WHS 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.

 **RESPONSIBILITIES OF STUDENTS**

* completing all assigned work, activities and tests in an honorable way that avoids all cheating, lying,and stealing.
* understanding the school-wide Academic Honor Code policy and individual teacher assignment guidelines.
* clarifying with the instructor anything that may be unclear about an assignment, with respect to how the Academic Honor Code may apply to it.
* participating in the further development in the Academic Honor Code during the student’s high school career.
* encouraging other students to make appropriate use of their work.

 **RESPONSIBILITIES OF TEACHERS**

* presenting the school-wide Academic Honor Code principles, in some clear written form, to show how they apply to that teacher’s class, including guidelines for working on assignments in that class.
* reporting (to an administrator and school counselor) violations of the Academic Honor Code that are serious enough to have incurred discipline in that teacher’s class, and following through on the directives of the administrator.
* maintaining the integrity of the testing process.
* explaining the use of permissible study aids – including tutors – in coursework.
* checking student papers for plagiarism.
* encouraging students to make appropriate use of their work.

**RESPONSIBILITIES OF ADMINISTRATORS**

* making available to all students, teachers, and parents a copy of the school’s Academic Honor Code.
* facilitating ongoing conversations and reflection about the

Academic Honor Code.

* administering fair and consistent consequences for offenses of the Academic Honor Code.
* maintaining records of Academic Honor Code offenses.
* encouraging students to make appropriate use of their work.

 **RESPONSIBILITIES OF PARENTS/GUARDIANS**

* becoming knowledgeable about the school-wide Academic Honor Code and guidelines for individual teachers’ classes.
* helping the student understand that the parent values Academic Honor and expects the student to comply with the school’s rules Of Academic Honor.
* supporting the imposition of consequences if the Academic Honor Code is violated.
* encouraging students to make appropriate use of their work.

 **Definitions and Examples:**

**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 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.

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 systems are detailed in the curriculum guide or available in the guidance office.

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 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.

 **Interim Progress Reports**

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 receive a passing grade.

**Graduation Project**

In order to graduate from Warwick High School, students in the 2015 and 2016 classes, must satisfactorily complete a graduation project as required by the Pennsylvania Department of Education regulations and the Warwick School District Board of Directors. The project will be under the guidance and direction of the high school faculty/administrators and will be assessed by a faculty evaluation team.

 **Honor Societies**

Warwick School District supports Honor Societies in several curricular

areas including world languages, art, music, and business education.

 **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. 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. The existence of a discipline record (i.e. administrative detention, inschool suspension, or out-of-school suspension) will not automatically disqualify any student who has the required cumulative GPA from consideration. Please note, however, that the Faculty Council will carefully review any such record as part of the membership selection process.

3. Students meeting the GPA requirement will receive a Student Activity Information form to complete that provides the Faculty Council with information regarding the candidate’s leadership and service to complete. Students must submit the 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 the activities they are involved in when they are eligible for consideration for induction must be sponsored by the Warwick School District. In addition, students must provide documentation of 10 hours of community service; students must provide the name of an adult supervisor of the activity under consideration for verification purposes.

5. The faculty and staff at large are solicited for written input regarding their professional reflection on a candidate’s character and leadership. These faculty forms, along with 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.

6. 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. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

**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 book bags and backpacks to and from school, however, students will not be permitted to carry book bags/draw string bags/backpacks from class to class including Physical. Education. Students will be required to store book ags/backpacks in their locker during the school day. Students are permitted to carry handbags/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.

**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. 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. No student will be admitted to the dance after 10:00 pm “Slam” dancing, “moshing,” “crowd surfing” or other potentially hazardous styles of dance are not permitted. All school rules and regulations remain in effect during these school activities.

 **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 when expecting a delivery.

 **Food/Beverage Guidelines**

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. 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**

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.

 **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 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.

 **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, 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.

 **Cell Phone Use Guidelines**

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

until 7:50AM 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.

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 specific 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.

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).

**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 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 a two week period and the successful completion of a Saturday detention by the student.

 **Fourth 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.

 **Fifth 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 will receive additional discipline if they are defiant or

disrespectful when confronted about violating this policy. Students will

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.

|  |  |
| --- | --- |
| **PERMITTED** | **PROHIBITED** |
| Prior to 7:50 AM | In between periods |
| Lunch – Cafeteria Only | Study Halls/Homeroom |
| After 3:01 PM | Instructional Time |

 **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.

**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

**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.

 **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 uses, or to misrepresent other users on the network.

Any attempt to circumvent or disable the filter or any other security measure.

All students are encouraged to have a flash drive. 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 at http://www.warwicksd.org/aup.

 **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.

In accordance with the WSD Acceptable Use Policy, library computers and the Internet may be used only for educational purposes.

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.

All materials borrowed from the library must be checked out to the

student using the items. Failure to return materials will result in fines.

The student will be charged replacement cost for damaged or

lost items.

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 21st 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 that 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.

**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.

 **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.

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.

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 and high school administration before they are displayed. Students may be removed from the ballot for failing to follow any of the above expectations.

 **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. 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.**
* Students without parking tags may park along Second Avenue or Maple Street.
* Students will be charged a $25.00 fee for a numbered space in the high school parking lots for the 2014-2015 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 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 must use the main entrance at the

front of the building. All persons 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.

**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 mustbe 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 bothwritten 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 bothwritten 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 medicationsmust 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 7th 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 recordshowing 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 1st 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 Screeningsare performed annually for students in eleventh grade.
* Vision Screenings (far and near) and Height, Weight, and Body Mass Index (BMI) are performed 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.

**Insurance**

Providing insurance which covers injuries of students is the responsibility of the student’s parents/guardians. The school district will make a program available to parents/guardians, but not obligate them 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 must 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 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.

 **DISCIPLINE GUIDELINES**

**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 to quell a disturbance, to obtain possession of weapons or other dangerous objects and/or to protect themselves or students under their care from harm.

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.

 **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. Students are responsible to notify their parent 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 school work. An adult monitor will be responsible for direct supervision of detention.

 **EXCLUSION FROM CLASSES**

**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.

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.

 **Rules and Regulations**

* Students will be assigned to ISS from 8:00 a.m. to 3:01 p.m.
* Students may go to their lockers at 7:50 a.m. and after 3:01 p.m.
* Students may not go to their lockers during the day.
* Students in ISS will not be permitted to go to the cafeteria for lunch.
* Lunch will be brought from the cafeteria to the suspension room.
* Students in the in-school suspension room are not permitted to go out into the halls during the day unless authorized by school officials.
* While in in-school suspension, students will work to improve their academic skills. Students will complete assignments as provided by teachers and the administration.
* Students in in-school suspension are not permitted to talk and socialize with other students in in-school suspension.
* Teachers will be required to send work to ISS for the student.
* Students who do not comply with in-school suspension will receive further discipline.
* Suspended students are expected to complete work while on inschool suspension or out of school suspension and will have the same amount of days to make up their work that they were suspended. (I.e. Suspended for 5 days, student has 5 days upon return to make up work)

 **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 and the Superintendent of the district shall be notified immediately 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**

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 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 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.

**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 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.

Students who use/possess electronic cigarette devices will be disciplined in the same manner as students who use tobacco products.

 **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. 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 not 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 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 or 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 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.

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. 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.

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. 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.

Each subsequent offense will constitute suspension from participation in all extra-curricular school activities for 365 calendar days from the date of the infraction. A student wishing to participate in extra-curricular 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 extra-curricular 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 extra-curricular activities. Participation in such activities is a privilege and not a right.

An extra-curricular 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 extra-curricular 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. 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. Any student who possesses, uses, or distributes drugs, un-prescribed 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/evaluation, and participation in

support programs.

**Discipline**

**1.** 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

**a.** 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).

**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.

**2.** As a result of such informal hearing, the building principal or

administration designee may make any of the following determinations:

**a.** Dismiss the charge of the alleged violation and continue or reinstate the student in school.

**b.** Conclude that a violation of this policy has occurred.

**3**. When a violation of this Policy (227) has occurred, the building

principal **shall**:

**a.** Refer student to SAP

**b.** Impose suspension from school not to exceed ten (10) days,

**c.** 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.

**d.** Impose loss of student driving/parking privileges for a time period corresponding to the extra-curricular activity suspension.

**e.** File the appropriate report or charges immediately with the Lancaster County Probation Office, local police department, or other agency having jurisdiction.

**f.** Report the incident on the annual safe schools report

**g.** Convene a meeting with the student and parent/guardian before student returns to school from suspension or expulsion.

 **4.** When a student violates Policy (227) the building principal **may**:

**a.** 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.

**Same as first offense except:**

The 60 calendar day suspension from extra-curricular activities may not be reduced and commencement is included

**Same as first offense except:**

365 calendar day suspension from extra-curricular activities and

commencement is included

**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).

School Property includes the grounds and parking areas surrounding

each school building, school buses and other school vehicles.

School Activities includes all athletic, academic or non-academic field

trips and extra-curricular events sponsored by the school.