



Waynesboro Area School District
WASHS Learner/Family Handbook
2023-2024

Revised 10/13/2023

[Message from the Principal](#)

Information and Procedures

[Alma Mater](#)

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WASD reserves the right to revise the Learner/Family Handbook during the course of the 2023-24 school year. If a revision is required, learners and families will receive written notification regarding the change.



Waynesboro Area School District 2023-2024 School Calendar

Approved 6/13/2023



July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Teacher Days = 0 Student Days = 0						

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	A	7
8	N	10	11	12	13	14
15	16	17	18	19	E	21
22	23	24	25	26	Q	28
29	30	31				
Teacher Days = 21 Student Days = 20+1						

January 2024						
S	M	T	W	T	F	S
	N	N	3	4	5	6
7	8	9	10	11	12	13
14	N	16	17	SQ	TI	20
21	22	23	24	25	26	27
28	29	30	31			
Teacher Days = 20 Student Days = 19						

April 2024						
S	M	T	W	T	F	S
	N	N	A	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Teacher Days = 20 Student Days = 19+1						

PSSA Testing Dates						
ELA- Apr. 22-26						
Math, Science & Makeups - Apr. 29- May 3						
Keystone Testing Dates						
Winter Jan. 4-18						
Spring May 13-24						
AP Testing						
May 6-13						
Early Dismissal Times						
Secondary (6-12) - 11:30 Elementary (K-5) 12:30						
Parent/Teacher Conferences						
Elementary	WAMS	WASHS				
11/20 4-7PM	11/20 3-6PM	10/5 3-7PM				
11/21 8AM-8PM	11/21 7:30AM-7PM	3/7 3-6PM				
	1/25 3-6PM					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	TI	A	A	18	19
20	21	22	F	24	25	26
27	28	29	30	31		
Teacher Days = 10 Student Days = 7+2						

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	T	18
19	TI/PT	PT	N	N	N	25
26	N	28	29	30		
Teacher Days = 19 Student Days = 16						

February 2024						
S	M	T	W	T	F	S
				1	E	3
4	5	6	7	8	9	10
11	12	13	14	15	TI	17
18	P	20	21	22	23	24
25	26	27	28	29		
Teacher Days = 20 Student Days = 19						

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	N	28	29	30	LGQT	
Teacher Days = 22 Student Days = 22						

Last Day of Marking Period (Gr. 6-12)						
1st Quarter - Oct. 27 2nd Quarter - Jan. 18						
3rd Quarter - Mar. 26 4th Quarter - May 31						
Last Day of Trimester (Gr. K-5)						
1st Trimester - Nov. 17 2nd Trimester - Mar. 4						
3rd Trimester - May 31						
Teacher Days = 187 Student Days = 180						

Snow Make-Up and FID Days						
3 FID Days Will Be Used After Snow Make-Up Days 12/22 & 2/19						

September 2023						
S	M	T	W	T	F	S
						1 2
3	N	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Teacher Day = 20 Student Days = 20						

December 2023						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	P	23
24	N	N	N	N	N	30
31						
Teacher Days = 15 Student Days = 15						

March 2024						
S	M	T	W	T	F	S
					E	2
3	T	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	Q	27	N	N	30
31						
Teacher Days = 19 Student Days = 19						

June 2024						
S	M	T	W	T	F	S
						1
2	187th	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Teacher Days = 1 Student Days = 0						

Code Definitions						
A- Act 90 Day/ No School						
E- Early Dismissal						
F- First Day of School						
G- Graduation						
I- Last Day of School						
M- Make-Up Day						
MA- Mandatory Work Day - All Staff						
N- No School						
P- Possible Snow Make-Up Day						
PT- Parent Teacher Conferences						
Q- End of Quarter (6-12th)						
S- WASHS Semester End						
T- End of Trimester (K-5th)						
TI- Teacher Inservice Day/ No School						

February 16, 2024 Teacher Inservice Day = Summer Workshop Trade-In Day

2024 Graduation Date - 5/31

Approved 6/13/2023

Flexible Instructional Days (FID Days):

A Flexible Instruction Day (FID) is a program available to public school entities to be used as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in a customary manner. WASD was approved for 2 FIDs for the 2023-24 school year. These days will be used for inclement weather or other emergencies once all the scheduled inclement weather make-up days have been used: December 22, 2023 and February 19, 2024.

Learner Code of Conduct:

The administration, faculty, and staff of the Waynesboro Area School District (WASD) strive to provide a quality education for all learners in a caring and safe environment. We are committed to a positive and active relationship with parents/guardians and community, and it is our goal that each learner be prepared intellectually, physically, and emotionally for life in a global society.

This Code of Conduct establishes rules for maintaining an educational environment that allows the teacher to communicate effectively with all learners in the class, allows all learners in the class to learn, has consequences that are fair and developmentally appropriate, and considers the learner and the circumstances of the situation.

This Code of Conduct meets the legal requirements of Section 12.3 of the Pennsylvania Code as this is disseminated to learners and parents/guardians in the district schools' learner handbooks, meets the requirements of Act 26 of 1995 as relates to the possession of weapons, establishes a rational standard of behavior for all learners in achieving the objective of providing a safe environment for the pursuit of knowledge, helps prepare learners for life in a democratic society where adopted laws govern and maintain a measure of protection and security for all citizens within the framework of freedom, and supports the school district's mission statement.

Code of Conduct Philosophy:

We believe the image a school portrays is often determined by the behavior of its learners and the physical appearance of the building. We must all – learners, teachers, administrators, support staff, and community members – show pride by doing our share to make our school a better place in which to learn and work.

Accordingly, we believe every learner attending Waynesboro Area School District learner has the right to:

- Undisturbed teaching and learning, without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, sexual orientation, national or social origin, property, birth, or other status.
- Pursue an education in a climate of mutual trust, respect, and interpersonal concern where openness and academic honesty and integrity prevail.
- We also believe this educational environment should be safe, reassuring, and free from drugs and alcohol, violence, weapons, harmful remarks, and vandalism.
- In order to make these beliefs a reality, we have developed a Code of Conduct that includes behavioral expectations and discipline policies and procedures that create the best possible environment to promote learning and to protect and develop the physical, social, intellectual, and emotional growth of each learner. These policies and procedures limit the opportunity of an individual to interfere with the educational rights of other learners, as well as those of the individual. We will create a caring environment that encourages mutual respect and cooperation, while providing opportunities for learners to make positive choices regarding their behavior. We believe as learners develop and mature, they will develop more self-direction and self-discipline; our policies encourage that development.

In an effort to ensure that we have a respectful and supportive school climate for every learner, we ask each learner to follow the philosophy of our SWPBS program, which is Boro PRIDE: **Positive, Responsible, Integrity, Dependable, & Effort.**

District Mission Statement:

Our mission ... "Educate and Empower Students for Future Success"

School Mission Statements:

Working together, the staff and learners at Waynesboro Area Senior High School will create a **positive, safe, and productive** learning environment that encourages cooperation and respect.

Academic Dishonesty:

Learners enrolled in the Waynesboro Area School District are expected to challenge themselves academically at all times. In the pursuit of your goals, we expect you to do your own work. There is no place at WASD for academic dishonesty. Academic dishonesty is the giving, taking, or presenting of information or material by a learner that unethically or fraudulently aids oneself or another on any work which is to be considered in the determination of a grade, the completion of academic requirements, or the enhancement of that learner's record or academic career.

Free Education:

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/guardians of all children between the ages of 8 and 18 are required by the compulsory attendance law to ensure their children attend an approved educational institution, unless legally excused. Learners who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as learners. A learner may not be excluded from the public schools or from extracurricular activities because:

- The learner is married
- The learner is pregnant
- The learner has a disability as identified by Chapter 15 (protected handicapped learners)
- The learner is an eligible learner identified under Chapter 14 (special education services and programs)

Discrimination:

Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951–963), a learner may not be denied access to a free and full public education, nor may a learner be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin, or disability.

Learner Responsibilities:

According to the Pennsylvania State Board of Education, learner responsibilities include: attending school regularly, making a conscientious effort in classroom work, and conforming to school rules and regulations. Learners also share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. **No learner has the right to interfere with the education of his/her fellow learners.** It is the responsibility of each learner to respect the rights of all who are involved in the educational process.

Flag Salute and the Pledge of Allegiance:

It is the responsibility of every citizen to show proper respect for his country and its flag. Learners may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Learners who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Freedom of Expression:

The right of public school learners to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania. Learners shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights.

Conferences:

Parent/teacher conferences are held October 5th at WASHS and may be requested by teachers and/or the learner's family. Other conferences may be arranged by contacting the teacher(s) and/or grade level guidance counselor or assistant principal.

Field Trips:

Educational field trips are planned by staff members to enhance the school academic program and/or clubs at WASHS. The cost of participating in field trips is the responsibility of the learner and/or their family. Learners participating in a field trip must submit WASHS field trip permission slips, which require a parent/guardian signature, must be up to date with assignments in all classes in order to participate, and meet all field trip eligibility requirements.

Dance Expectations:

Dances, such as Homecoming and Prom, are proposed activities by Student Council (H.C) and the Executive Council Juniors class (Prom) as extensions of WASHS and therefore are upheld by specific expectations. Learners should not be failing 1 or more classes in the M.P, have 1 ISS or OSS prior to the event, and have collected 3+ illegal days of absence in the semester. Learners are responsible for the cost of the dance.

Parent/Guardian Chaperones:

Parent/guardian participation as a chaperone enables field trips to be successful and safe. All parent/guardian chaperones are required to present a photo ID to the front office and be issued a visitor's pass. The following guidelines have been developed to provide common standards of expectations for chaperones.

1. Volunteers are required to obtain background checks, including the Child Abuse History Clearance, issued by the DHS and the Criminal History Record Check, issued by the PSP. More information about clearances required under the Child Protective Services Law can be found at www.keepkidssafe.pa.gov. Individuals seeking clearances can go directly to www.compass.state.pa.us/cwis to create an individual account and apply for their child abuse clearance electronically.
2. Parents/guardians who want to chaperone on field trips should contact their child's teacher and let the teacher know of their desire to serve as a chaperone. If there are more chaperones than are needed, all interested parents'/guardians' names will be randomly selected. Often we are limited to a certain number of chaperones due to available seating on buses or at the field trip site. Because of this, chaperones may not take other children on field trips.
3. If you have not been asked to be a chaperone and still want to participate in a field trip, please consider taking the field trip as a family outing at another time. Please do not arrive at the field trip as an unexpected guest.
4. Parents/guardians need to ride the bus to and from the trip.
5. Supervision is needed on the bus as well as during the field trip.
6. Parents/guardians are expected to follow all school rules. Smoking is not permitted.
7. As a chaperone, you will be responsible for the safety and welfare of your child and several other children assigned to your group. You may not leave the group for any reason unless directed to do so by the teacher.

We are appreciative of the parent/guardian support we have received regarding field trips. Parents/guardians are an important part of the supervision provided for learners during field trips. Learners have many fond memories of their field trip experiences.

Fundraisers:

Over the past several years there has been a dramatic increase in the type and number of fund raising activities. The faculty and administration are not able to evaluate each and every one of the solicitations. Therefore, we are asking that learners do not bring items or descriptions of items to school to sell to staff or learners. The fundraisers that support WASHS sports, clubs, and other extracurricular activities are the only exceptions to this policy.

Fundraisers to support WASHS organizations that involve the sale of food during the school day must be approved by the principal.

School Pictures:

Individual pictures are taken in the fall according to a predetermined schedule. The fall picture will appear in the school yearbook and our student management system. Purchase of the pictures is optional. Yearbooks will be available for purchase.

Flowers/Birthday Treats and Food/Drink Delivery

Flowers and balloons should not be delivered to school for learners due to transporting these items on the bus and lack of storage space in the main office. **Students may not order food or drinks during the school day and/or have food or drinks delivered to school during the school day (e.g., Door Dash).**

Pets on School Property:

Due to safety concerns, we cannot permit pets of any type on school premises during arrival/dismissal of learners without prior permission.

Personal Property:

WASD is not responsible for items that are lost or stolen while in school. Parents/guardians should not allow learners to bring valuables and excessive amounts of money to school. Learners are not permitted to bring/use personal items such as handheld video game devices, cell phones, and iPods, etc. on the bus and to school without permission.

WASD believes the benefits to community, educators, and learners in the form of informational resources and opportunities for collaboration far exceed any disadvantage of access. Ultimately, the parent(s)/guardian(s) of minors are responsible for setting and conveying the standards their child or ward should follow. To that end, WASD supports and respects each family's right to decide whether or not to allow the learner access to the Internet.

Clubs:

There are over 30 clubs and extracurricular activities in which learners can participate. Learners and their families can learn more about the clubs offered at WASHS at Back to School Night and daily announcements.

Learners interested in starting a new club are encouraged to do so and should contact the Career Coordinator and Building Principal to begin that process.

National Honor Society:

The Wayarian chapter of National Honor Society follows scribes to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the learners of Waynesboro Area Senior High School.

Beginning in the 10th grade year, the NHS chapter advisor will invite learners with a cumulative GPA of 92% or higher to apply for membership. Those invited then complete an application form detailing their accomplishments and commitment to

service, leadership, and character. Completed applications, submitted on or before the deadline, are evaluated by the WASHS Faculty Council based on the following criteria for membership. Membership is based on the Four Pillars of NHS:

- **SCHOLARSHIP:** Learners must have a cumulative GPA of 92%.
- **SERVICE:** This involves voluntary contribution made by the learner to the school or community, done without compensation. (*5 hours minimum during high school*)
- **LEADERSHIP:** Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others. (*minimum 1 position held*)

Note: This can be an elected/appointed leadership position or another position of responsibility held in school, community, or work activities. Some examples are: elected officer or representative for Student Council or Executive Council; elected officer for a club, committee chairperson, team captain, work area manager, or other community leader.

- **CHARACTER:** The learner of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

In addition to the aforementioned criteria, the Wayarian chapter also requires the following:

- **Learner ACTIVITIES:** Active membership within school-based activities. This includes clubs, teams, musical groups, etc. These are direct activities at our school, not courses. (*minimum of 2*)
- **COMMUNITY ACTIVITIES:** Participation in community activities. These should be activities outside of school in which you participated for the betterment of your community. For example, religious groups, clubs sponsored outside the school, Boy or Girl Scouts, community art endeavors, recreational sports, etc. (*minimum of 2*)

Understanding the Obligations of Membership

Learners who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. For example, there are mandatory bi-monthly meetings and service hour requirements. Members also must participate in chapter service projects to benefit the school and community. Contact the chapter adviser to obtain a full list of the obligations of membership.

Learner Code of Conduct

Learners are specifically responsible for the following:

- Understand all rules and regulations for learner behavior and conduct themselves in accordance with them.
- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

WASHS Administration has developed the [WASHS Discipline Matrix](#) to serve as a guide for the types of conduct that are not permitted and how staff and/or administration may respond to instances of learner misconduct.

To ensure the safety of all learners and staff while on district property, camera surveillance has been installed on inside the school building and on school property. Video records of learner misbehavior may be used to assist in investigating discipline issues on school property and/or as evidence should criminal charges be filed. Due to confidentiality laws, parents/guardians may not view videos or snapshots recorded from the video surveillance equipment.

WASHS Stadium Expectations/Rules:

Elementary- Attending learners remain with a parent/guardian

Middle School- Attend with parent/guardian, 2 Learners per Adult

High School- Learners may be dropped off

- No outside food or drink
- Non-medical face coverings are prohibited
- No backpacks or sport bags
- Lap Walkers- Please stop @ the visitor side concession stand
- No recreation on the grass by the scoreboard
- Clean up after yourself
- Hats off for the National Anthem
- Be Classy!

Please refer to the definitions of terms below in regards to consequences for Policy Violations and/or serious misconduct.

- **Expulsion:** An expelled learner is removed from the regular learning environment on a long-term basis, exceeding ten days, due to a series of disciplinary infractions or a serious violation of a district policy. In serious circumstances of misbehavior, the principal may recommend to the superintendent and the Waynesboro Board of School Directors that a learner be expelled or removed from the regular educational environment for a period in excess of ten days, the remainder of the semester or school year, or permanently. Learners expelled from WASD may not re-enroll in school without the approval of the Waynesboro Board of School Directors. In all cases where consideration is being given to expelling a learner, the gravity of the circumstances require particular emphasis be given to procedural fairness issues.
- **Hearings:** Education is a statutory right, and learners shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the learner is entitled to a formal hearing.
- **Formal Hearings:** A formal hearing is required in all expulsion actions. This hearing may be held before the governing board, an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a learner. Due process requirements shall be observed with regard to the formal hearing.
- **Informal Hearings:** The purpose of the informal hearing is to enable the learner to meet with the appropriate school official to explain the circumstances surrounding the event for which the learner is being suspended or to show why the learner should not be suspended.
- **Out-of-School Suspension (OSS):** Out-of-school suspension is the removal of a learner from the campus for a specified period of time from one to ten days. An OSS learner shall not participate in or attend any co-curricular activity or be on school property until the day after the last day of the assigned period of suspension.

Searches (Policy 226) :

The governing board of every school entity shall adopt reasonable policies and procedures regarding learner searches. The local education agency shall notify learners and their parents/guardians of the policies and procedures regarding learner searches. Illegal or prohibited materials seized during a learner search may be used as evidence against the learner in a school disciplinary proceeding.

Corporal Punishment:

Corporal punishment is defined as physically punishing a learner for an infraction of the discipline policy. Use of corporal punishment is prohibited. Teachers and school authorities may use reasonable force under the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

Learner Discipline Plan:

The WASHS staff are committed to providing the best education for all children. We continually teach for success, not failure. We realize you, as parents/guardians, are the most important people in your child's life. You are therefore the most influential. As a cooperating team, we can both make your child's year at school a success. In order to provide an enriching educational environment which enhances learner growth, the staff has developed a School-wide Positive Behavior Support Plan. We believe it to be fair, clear, and consistent. We are also convinced this plan will create a positive, pleasant atmosphere for your child to learn. Recognizing the majority of the learners are doing an outstanding job making WASD a good place to work and learn, the following goals have been established:

- Develop each learner's respect for himself/herself and others
- Approach discipline from a positive standpoint and reward outstanding learner behavior with positive reinforcement
- Expect and reinforce appropriate behavior
- Require parental involvement in solving discipline issues
- Make discipline a school-wide priority
- Design and use logical sequence in administering the discipline plan
- Make consequences consistent throughout the school
- Continue to improve learner behavior

Policy Violations Any School Board Policy violation can result in the above consequences and suspensions/expulsions beyond 10 days, including an informal hearing with the district disciplinary committee. These include, but are not limited to; weapon violations, vandalism, marijuana, alcohol, controlled substances, OTC medications, threats, and continued defiance/disruption.

Student Assistance Program (SAP)

A Student Assistance Program exists at WASHS. It functions as a team consisting of teachers, administrators, and outside mental health and drug/alcohol agency staff. The team meets weekly to identify, intervene, refer, or help learners who may have problems related to mental health, drug, alcohol, or related issues. Mental health issues may include depression, suicidal ideation, grief or loss issues, separation or divorce concerns, suspected physical or emotional abuse, possible eating disorders, or other problems that affect learner performance.

The members of the SAP team are identified throughout the building by signs posted outside their doors. Teachers, friends, relatives, or learners themselves (self-referral) may refer a learner to the SAP team. Referral forms are located in the Counseling Department, the nurse's office, and in each classroom in the building. Learners may complete referral forms and place them in the SAP box located outside the door to the counseling office or give them to a teacher who can give them to a SAP team member. After receiving a referral form, the SAP team will solicit feedback from the learner's teachers, counselor, school nurse, and administrators. With parental permission, the team reviews this feedback and recommends the appropriate action to be taken. All information from SAP referrals and the SAP process is kept confidential.

Academics:

Communications:

In order to best manage the needs of our learners, having an open line of communication is valued and important. It is also necessary and constructive to use the appropriate chain of command when identifying a concern. For example:

1. Concerns about grades, instruction, and classroom management/discipline should be directed to the individual teachers.
2. Concerns about teachers, the school day, or office-level discipline should be directed to administration.
3. Questions and concerns about course selection, schedules, and career/college planning should be directed to the school counselors.

In order to best reconcile concerns, email is the most effective and valuable tool. Email allows for clear and concise communication of needs as well as a documented source of communication. Additionally, families should update changes with contacts, phone numbers, addresses, etc... Via the Sapphire Community Web Portal.

The most effective way to communicate an emergency situation for a learner is to call the front office. Office staff will then communicate that information to the learner so the least amount of disruption occurs.

If there is a need for a learner in regards to a transportation change, please send a note to our attendance office with the learner as soon as possible. If a parent/guardian comes into the school for an early pick-up without previous notification, we still ask for a note to be provided upon arrival. Additionally, any adult coming to pick up a child before dismissal will be asked to present photo identification.

In the case of a learner needing materials for school or after school obligations, items may be brought to the front office and the learner will be notified.

Finally, we understand that cell phones have made for easier communication. However, to have clear lines of reporting and appropriate dissemination of information, please try to use the office staff to relay important information for or about the learner or send an email including all names that may be important to the resolution of a concern.

Teachers' Schedules:

The teachers' scheduled day begins at 7:30 AM and ends at 3:00 PM. Teachers are available for phone calls during their planning period and from 2:30 - 3:00 PM.

[Building Schedule:](#) Please click the link for a viewable schedule.

Homework:

Homework has been identified in almost all national and state reports on education as a vital factor in increasing learner achievement. As parents/guardians, if you have a positive attitude toward homework, then it is more likely your child will too.

Cooperative Education, Internships, and Work Experience:

[Cooperative Education Student Resource Guide](#)

The Career Pillar is a foundational part of WASD's First Choice initiative with Cooperative Education playing a major role.

Cooperative Education is:

- A structured method of instruction combining school-based classroom learning with productive work-based learning.
- Work-based learning takes place in an occupation matching the learner's academic and career objectives.
- Involves planned partnership with specified connecting activities and responsibilities among parents/guardians, schools, employers, labor organizations, and government.

Testing and Assessments:

Throughout their school experiences, children are exposed to a variety of tests. School personnel use these assessments to monitor children's academic growth, target instruction, and to provide appropriate educational programs.

2023-2024 Keystone Testing Dates

Assessment	Dates
Keystone Exams- (Winter)	January 3-17, 2024
Keystone Exams (Spring)	May 13-24, 2024

2023-2024 AP Testing Dates

<i>Week 1</i>	<i>Week 2</i>
T 5/7 - Seminar (PM) W 5/8 - Eng Lit & Comp [12th] (AM) W 5/8 - Comp Sci A (PM) Th 5/9 - Environmental Science (AM) F 5/10 - European History (AM) F 5/10 - US History (AM)	M 5/13 - Calc AB (AM) M 5/13 - Calc BC (AM) T 5/14 - Eng Lang & Comp [11th] (AM) W 5/15 - World History (AM) Th 5/16 - Biology (PM) F 5/17 - German (AM) Physics 1(AM) Physics 2 (PM)

Please do not schedule appointments or trips during these time frames.

Report Cards and Grading:

The WASD report card takes into consideration individual differences and levels of achievement and evaluates them accordingly. WASHS Learners will follow the grading scales below. Learner report cards are available four times a year through the Sapphire Community Web Portal. Please refer to the WASD Parent link to create a Sapphire Community Portal account.

Percentage Grade Key
A - Excellent (90-100%)
B - Above Average (80-89.9%)
C - Average (70-79.9%)
D - Below Average (60-69.9%)
F - Unsatisfactory (0-59.9%)

[Grading Guidelines for the Sapphire Community Web Portal](#) (including gradebook codes).

Graduation Requirements can be found in the [WASHS Course Selection Guide](#).

Graduation Requirements:

[Act 158 of 2018](#) created new requirements for Pennsylvania graduates that went into effect with the Class of 2023.

Multi-Tiered Systems of Support (MTSS):

Multi-Tier System of Supports (MTSS) is an educational process that provides high-quality, research-based instruction and intervention based on individual learners' academic, social, and behavioral needs which are identified through screening and progress monitoring. Adjustments to instruction and interventions are based on learners' performance and rate of learning success.

MTSS requires the use of research-based programs to remediate learners. Through the routine assessments, we gain insight into the skills children have already mastered and skills where they continue to need assistance. Learners in need of assistance will be monitored through the MTSS process.

Using MTSS, the school makes every attempt at early intervention to teach and remediate learners with focused instruction so that they experience success at school. If you have any questions regarding MTSS, feel free to contact the WASHS MTSS coordinator. The MTSS coordinator can provide you with information regarding tier placement, assessment results, and other information regarding learning support services. A parent/guardian has the right to request an evaluation through the district at any time during this process.

A Guide to Special Education Services and Programs:

This guide lists and explains the Special Education Services and Programs available in the District. The Learning Support, Emotional Support, Autistic Support, and Gifted program are operated by the School District. Other special education services and programs are provided in conjunction with the Lincoln Intermediate Unit #12.

- **Instructional Support:** Every effort will be made to adapt a regular education program to your child's needs before he is evaluated for special education services. Classroom adjustments may include curricular adaptations, modifications in assignments, changes in instructional approaches, and/or changes in instructional or behavioral management approaches.
- **Due Process:** The Fourteenth Amendment to the United States Constitution ensures everyone "due process" and "equal protection" of the law. Due process is a series of steps to guarantee each pupil a free, appropriate public education. At each step in determining your child's need for specially designed instruction, parents are involved in the decision-making process. An explanation of your due process rights is available upon request in our schools.
- **Confidentiality:** The District ensures the confidentiality of learner records in the following ways:
 - Limited access to authorized school personnel for the purpose of aiding the learner.
 - Obtaining parental approval for release of information to all other sources.
- **Autistic Support/PDD:** Services and programs for exceptional pupils with a diagnosis of autism or pervasive developmental disorder (PDD).
- **Emotional Support:** Services and programs for pupils with inappropriate behavior and inability to develop interpersonal relationships that adversely affect educational performance over a long period of time.
- **Hearing Impaired Support:** Services and programs for pupils with hearing loss, ranging from mild to severe, interfering with communication.
- **Learning Support:** Services and programs for exceptional pupils whose primary identified need is academic support.
- **Life Skills Support:** Services and programs for exceptional pupils where instruction is focused primarily on functional academics and daily living.
- **Multiple Disabilities Support:** Services and programs for exceptional pupils who are identified as having a combination of physical and mental disabilities.
- **Physical/Occupational Therapy:** Services and programs for exceptional pupils with orthopedic and/or fine motor skill difficulties.
- **Speech and Language Support:** Services and programs for exceptional pupils whose language, voice, fluency or articulation impairments, affect communication.
- **Visually Impaired Support:** Services and programs for exceptional pupils with loss of vision, affecting educational performance.
- **Gifted Support:** Services and programs for gifted identified learners who need curriculum enrichment and/or advancement.

The Special Education Consult Line 1-800-879-2301

How To Access Special Education Services And Programs

Parents, guardians, teachers, counselors or others identify learners who may have special needs. Forms requesting screenings can be obtained at the school anytime. Assessment data will then be collected and reviewed with the parent and building-level MTSS Coordinator. Classroom interventions begin. Recommendations will be made for either continued classroom interventions or formal evaluations. Written parental permission is required for a formal evaluation. At any time during the process a parent has the right to request an evaluation through the school district. A multidisciplinary team (MDT), which includes the parents, collects and analyzes data from the evaluation. A Comprehensive Evaluation report is developed by a certified school psychologist who determines the nature and degree of the impairment. An individual education program (IEP) team reviews the recommendations from the MDT and determines if the learner needs specially-designed instruction. If the learner is eligible for services, the team develops an IEP. IEPs are reviewed and updated annually.

Annual Public Notice

To Parents of Children Who Reside in Waynesboro Area School District:

In compliance with state and federal law, the Waynesboro Area School District conducts ongoing identification activities as part of its school program for the purpose of identifying learners who may be in need of special education and related services (eligible learners). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individual services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- | | |
|--|----------------------------|
| 1. Autism / Pervasive Developmental Disorder | 8. Other Health Impairment |
| 2. Visual Impairment, including Blindness | 9. Orthopedic Impairment |
| 3. Hearing Impairment, including Deafness | 10. Traumatic Brain Injury |
| 4. Emotional Disturbance | 11. Mental Retardation |
| 5. Specific Learning Disability | 12. Multiple Disabilities |
| 6. Speech and Language Impairment | 13. Deafness |
| 7. Deaf / Blindness | |

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for screening and evaluation are to be made in writing to your child's building principal. The Lincoln Intermediate Unit #12 also provides early intervention services for eligible preschool children, ages three to five, with developmental delays. For more information on Early Intervention Services, contact Mrs. Jody Bering, (717) 624-6502.

Learners Who are Intellectually Gifted

All Franklin County School entities, except charter schools, also offer special education services, in the form of acceleration or enrichment, for learners who are identified by a gifted multidisciplinary team ("GMDT") as "mentally gifted." A child is considered mentally gifted when his or her cognitive ability or other factors, as determined by a multidisciplinary team evaluation, indicate that he or she has outstanding intellectual ability the development of which requires special programs and services not ordinarily available in the general education program. The school entity engages in screening activities during regular classroom instruction and uses the data thus generated to determine whether a GMDT evaluation is warranted. In addition, parents may request gifted screening or a GMDT evaluation at any time. Parents are part of the GMDT and, if their child is determined to be mentally gifted, are part of the development and annual review and revision of their child's gifted individualized educational program ("GIEP") as a member of the GIEP team. The GIEP describes the present levels, annual goals and measurable objectives, and specially designed instruction and related services through which the District will provide the enrichment or acceleration, or both, that is needed to develop the outstanding mental ability of the child. Parents of learners who are mentally gifted have the right to request a special education due process hearing or to file a compliance complaint with the Pennsylvania Department of Education at the above address. Details concerning the procedures governing hearing requests can be found on the Website of the Office for Disputed Resolution as <http://www.pattan.k12.pa.us>.

A child can be identified as both a child with a disability and mentally gifted. In such cases, the rights of the child and his or her parents are governed by the rules applicable to children with disabilities and their parents, as described above.

Special Education Contact: Director Erica McDonald- erica_mcdonald@wasdpa.org
Supervisor Tammi Richards- tammi_richards@wasdpa.org

Confidentiality/Student Records:

In accordance with federal and state law, information obtained regarding a specific child is maintained in a confidential manner. The district ensures the confidentiality of learner records in the following ways:

- Limited access to authorized school personnel for the purpose of aiding the learners
- Obtaining parental approval for release of information to all other sources

Due Process Rights:

Due process is a series of steps to guarantee each pupil a free, appropriate public education. At each step in determining a child's need for specially designed instruction, parents are involved in the decision-making process. An explanation for due process rights is available upon request in our schools.

For additional information regarding special education and services in the Waynesboro Area School District, contact Erica McDonald, Director of Special Education, at (717) 762-1191, extension 1126.

Consult Line is a toll-free parent helpline for special education questions and concerns. Advisors will answer questions and provide information about the special education process and the laws governing such programs for parents of children with disabilities and educational agencies that serve them. 1-800-222-3353, or <http://odr.pattan.net>

Public Notice for Chapter 15:

In compliance with state and federal regulation at C.F.R. Part 104, the Waynesboro Area School District will provide to each protected handicapped learner without discrimination or cost to the learner or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the learners' abilities. The identification, evaluation and education of learners who are qualified disabled persons within the meaning of Section 504 of the Rehabilitation Act of 1973 will be provided in accordance with the regulations. In order to qualify as a protected handicapped learner, the child must be school age with a physical or mental disability which substantially limits or prohibits participation in, or access to, any aspect of the school program. These services and protections for "protected handicapped learners" (Section 504 of the Rehabilitation Act 1973) cover learners who are disabled but do not need special education services. For additional information regarding chapter 15 service contracts (Section 504 of the Rehabilitation Act 1973) in the Waynesboro Area School District, contact Stephanie States, Section 504 Coordinator, at (717) 762-1191, extension 1126.

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which learners' results are delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone Exams and all media recordings for the PASA three years from the date on which the assessment is completed.

A comprehensive Annual Notice of Special Education Services can be found on the Waynesboro Area School District's website: www.wasdpa.org.

English as a Second Language (ESL)

For learners whose primary home language is not English, testing and instruction in English as a Second Language is required, dependent upon proficiency. The instruction will be delivered utilizing classroom pull-out and co-teaching. ESL instruction is core-academic instruction. The ESL Program Plan is available for review upon request.

[ESL Resources](#)

ESL Administration: Stephanie States- stephanie_states@wasdpa.org

[McKinney-Vento Act \(Homelessness\)](#): This act was created to support homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. If you believe you are eligible for assistance, please contact the district liaison, Stephanie States.

Guidance Department:

The guidance department provides a safe space for learners to discuss social emotional issues, while also having the ability to work on graduation progress and life after high school.

The Guidance Department:

- Provides individual, group, and crisis counseling
- Creates and provides school-wide lessons per grade level
- Manages learners credits, graduation progress, and help with college and career planning

The guidance department works with all stakeholders to provide a cohesive and comprehensive program available to all learners. Please contact sheri_helfrick@wasdpa.org or visit the guidance office to schedule an appointment.

Learner Attendance

Attendance:

Once your child is enrolled in grades K-12, they are subject to attendance laws in Pennsylvania. When a child is absent from school, he/she misses a day of learning. Since each day's learning builds upon previous information, it is essential children attend school regularly. As a parent/guardian, you can help your child to see attendance as an important part of his/her education in the following ways:

1. Do not keep your child home for minor ailments.
2. Show an active interest in your child's activities.
3. Encourage your child to develop good time management habits.
4. Compliment your child on his/her accomplishments.
5. Refuse to write false excuses.
6. Discuss your child's school day with him/her.
7. Encourage your child to be involved in school activities.
8. Participate in school activities yourself.

When a child is absent from school, they must present a written excuse signed by the parent or legal guardian, within 3 days, indicating the child's full name, date(s) of absence(s), and reason for being absent.

If no excuse is received, the absence will automatically be coded unexcused/illegal. All unexcused/illegal absences that total 3 days and beyond are referred to the school principal for a student attendance improvement plan (SAIP) and/or a citation for truancy. Act 29 of the Pennsylvania Public School Code makes the following provisions for any or all of the consequences for unexcused/illegal absence from school:

- Payment of fine, plus court costs
- Required community service for a period of up to six (6) months (This applies to parents/guardians of a child 12 years of age or younger.)
- Completion of a mandatory parenting education program

Ten days absence will generate a letter home indicating a learner's attendance status and stating that a doctor's excuse will be required for future absences to be excused/legal.

Chronic Absenteeism:

Rates of chronic absenteeism will be reported as "Regular Attendance" on the Future Ready PA Index, and will be calculated at the building level, as well as for any group of twenty (20) or more learners in a building. Chronic absenteeism will be calculated based on the number of learners who have missed more than ten (10) percent of school days across the academic year. Learners enrolled for fewer than sixty (60) days of school will be excluded from that school's calculation, as there has not been sufficient

opportunity for the school to apply intervention strategies.

Frequently asked questions about chronic absenteeism/regular attendance and associated answers appear below:

What is the formula for calculating regular attendance?

Number of learners enrolled for 60 or more school days and present 90 percent or more of school days

Number of learners enrolled for 60 or more school days

How will school performance on regular attendance be described and displayed on the Future Ready PA Index?

The regular attendance indicator will be measured based on norm-referenced performance standards. Performance at the 75th percentile (schools with regular attendance rates that exceed those reported by 75 percent of public schools statewide) will serve as the 2030 statewide goal.

WASHS Attendance Consequences

Attendance at School Sponsored Events:

If a learner is not in school during the day, they are not permitted at school-sponsored events that evening.

Tardiness:

Learners arriving after 7:35 AM (secondary) will be considered tardy. A child is permitted (3) unexcused tardies per year. An unexcused tardy is defined as one in which a child is not signed in by a parent/guardian, does not have an acceptable written excuse from a parent/guardian, and/or does not have a doctor's excuse for an appointment that day. If there are an exceptional number of tardies, even with a parent/guardian sign-in or excuse, we reserve the right to begin coding these tardies as illegal at our discretion. Learners will then be subject to the above stated consequences, including referral to the building principals.

Arrival/Dismissal and Dismissal Procedures

WASD Partial School Day Times:

Secondary	Elementary
Tardy: arrival between 7:35 am (WASHS) or 7:38 am (WAMS) and 8:50 am	Tardy: arrival between 8:51 am and 9:50 am
Half Day Absence: arriving or departing between 8:51 am and 1:15 pm	Half Day Absence: arriving or departing between 9:51 am and 2:15 pm
Early Dismissal: departing between 1:16 pm and the end of the school day	Early Dismissal: departing between 2:16 pm and the end of the school day
Arrival after 1:30 pm is a whole day absence	Arrival after 2:30 pm is a whole day absence

Please make note of the following:

Applicable excused/unexcused/illegal codes for attendance will be used pending receipt of proper documentation.

Emergency Closing of School:

When inclement weather necessitates the closing of school, local radio stations will broadcast the information. A phone call will also be sent out to parents/guardians via the school district's Boro Blast system.

It is requested that parents/guardians do NOT call the school or district offices. Emergency arrangements should be made by you, and your child should be familiar with what is expected on these days.

Make Up Days:

In the event that school has been closed because of inclement weather, days designated as vacation may have to be used to make-up missed school days. Make-up days will be used in the following order:

- December 22, 2023
- February 19, 2024

These dates will be used unless the date of cancellation is seven calendar days or less from the next snow make-up day.

Excuse for Religious Reasons:

Parents/guardians who desire to have their child excused from school to observe religious holidays, conferences, etc., should make this known in writing to the principal. In addition, parents/guardians who desire to have their child excused from parties, celebrations, etc., due to religious reasons should submit a written statement to have their child excused.

Release from School for Trips:

Parents/guardians who wish to obtain the release of their children from school for family trips, family business, or other family activities must request permission from the principal at least ten (10) days PRIOR. This request must be made in writing using the [Educational Trip Form](#) which is available in the office or online. Parents/guardians must define the nature of the activity, its duration, and its purpose. According to school board policy, only those activities which are an emergency or which are educational in nature will be excused.

Health

Head Lice ([Policy 209.3](#)):

WASD is committed to providing a healthy and safe environment for each of our learners. In an effort to maintain the health and welfare of all learners, we wish to inform you of a preventative measure we will be performing that involves head lice and head lice checks. Head lice are fairly common among school-aged children. It is not a sign of poor hygiene, but it may be difficult to eliminate the problem once infested. WASD is committed to maintaining a healthy environment for learners and staff. To fulfill this commitment, the school nursing staff may examine learners for head lice at any time during the school year. If active lice are identified the following procedures will be implemented: 1) The parent/guardian is contacted and notified of the head lice; 2) The learner is excluded from school and must be

picked up by a parent/guardian or an approved contact; 3) Information will be provided to the parent/guardian regarding treatment and notification will be sent home with classmates; 4) Siblings and close contacts of the learner will be examined for head lice. After a learner has been sent home due to head lice, the learner must be brought to the nurse's office by a parent/guardian to be examined and cleared for readmission to school. Learners are permitted a maximum of two (2) days legal absence for treatment. Additional days of absence for treatment of the same "case" (infestation) shall be considered unlawful for attendance purposes. The learner will be checked as often as deemed necessary by the nurse due to the risk of re-infestation. We are hopeful by staying vigilant and working together as a team, we can help reduce the number of learners with head lice.

Emergency Contact Information:

Parents/guardians are requested to provide the school with the name, address, and telephone number of at least one relative, friend, or neighbor to be used in case of emergency. If parents/guardians work, the telephone number at the place of employment should be on file with the school. All changes of address and telephone numbers should be reported to the school office or submitted through the Community Portal. ***Please make every effort to keep contact information current.***

Medical Conditions:

Parents/guardians are requested to keep the school nurse updated with new medical diagnoses and changes of medication throughout the school year. If your learner does have medical diagnoses, please provide the school nurse with documentation of the diagnoses from their medical provider. ***Please make every effort to keep the school nurse up to date with medical and medication changes.***

Medication:

Medication Policy (Policy 210) - The administration of prescribed medication to a learner during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the learner or the learner would not be able to attend school if the medicine were not available during school hours.

Requirements for prescription and over-the-counter medications to be administered at school:

1. Medication order from a licensed prescriber - A new order and action plan (if applicable) is required each school year and with any medication changes. *School [medication administration form](#) is available in the nurse's office or on the WASD website.*
2. All medication shall be brought to the nurse's office, or the main office if the nurse is out of the office, by the parent/guardian or by another adult designated by the parent/guardian.
3. Prescription medication shall be delivered in its original packaging with the prescription label. Nonprescription medication must be delivered in its original packaging and labeled with the learner's name.
4. learners are not permitted to possess prescription or over-the-counter medications at school, unless self-administration/self-carry requirements are met. Inhalers, epinephrine auto-injectors, and diabetic supplies are medications learners can self-carry/self-administer at school with proper permissions and orders.
5. learners who require medication on a field trip should have a parent or a designated adult attend the trip if at all possible.

Standing Orders

- The school nurse has standing orders from the school physician that can be used as needed with parent/guardian permission.
- Parent/guardian permission is required yearly for administration of standing order medications. This permission is on the emergency card sent home at the beginning of the year.
- Standing order medications include: Acetaminophen, Ibuprofen, Caladryl (itch relief), Benadryl, Anbesol (oral pain reliever), Antacid (Tums), EpiPen (used only in emergencies related to anaphylactic reaction).
- Cough drops - must be provided by parent/guardian and sent with a note giving permission for their learner to have them as needed.

learners may be sent home from school and should be kept home from school for the following:

1. Fever over 100 degrees F
2. Vomiting
3. Diarrhea

4. Head lice
5. Rash of unknown cause or contagious rash diagnosed by a medical provider
6. Possible or confirmed strep throat
7. Possible or confirmed pink eye
8. Untreated ringworm
9. Communicable diseases (examples: Flu; COVID; Hand, Foot, and Mouth Disease; Impetigo; Scabies; Norovirus)

Requirements to return to school:

1. Fever free for 12-24 hours without fever-reducing medication (acetaminophen or ibuprofen)
2. Pink eye - can return after 24 hours of treatment or as directed by a medical provider
3. No vomiting or diarrhea for approximately 12 hours and the learner is able to keep food down.
4. No live lice - must be cleared by the school nurse
5. Strep Throat- can return after 24 hours of antibiotics or as directed by medical provider
6. Rashes - after diagnosed as non-contagious by a medical provider or as directed
7. Ringworm - Must stay home until treatment has been started or if the lesion cannot be covered. If on the scalp, the child should remain home until 24 hours after treatment has been started. Any child with ringworm should not participate in gym, swimming, and other close contact activities that are likely to expose others until 72 hours after treatment has begun or until the lesions can be completely covered.

If you have questions concerning if your child should come to school or can return to school, call your school nurse or primary care provider.

Safety/Transportation

Drills and Exercises:

WASD has implemented the District All Hazards School Plan and individual School Emergency Plans. Public School Code requires all public schools to conduct fire drills not less than once a month. In addition, two emergency bus evacuation drills are held annually. Severe weather and crisis lockdown and evacuation procedures are conducted as part of WASD's All Hazards School Plan.

Fire drills are held regularly to ensure the safety of all learners and staff in the event of a fire emergency. Time is of the essence, but panic should be avoided at all cost. Learners are instructed in understanding signals, exits to use, procedures for leaving rooms, areas in which to assemble, methods of checking attendance after evacuation, and procedures for returning to the building.

Run, Hide, Fight:

Please click on the [link](#) for information on what to do if there is an active shooter in your vicinity.

For the safety of our students and staff, non-medical face coverings are prohibited on school property and at school events.

Transportation:

Mrs. Malissa Baer is responsible for all bus routes and assignments. No changes, either temporary or permanent, are to be made without her approval due to the overcrowding of buses and safety of our learners. If you have any questions relating to bus matters, please contact her office for assistance by calling 717-762-1191, ext. 1264.

Surveillance on School Buses:

To ensure the safety of all learners on the bus and to assist the driver in maintaining proper bus behavior, camera surveillance has been installed on district school buses. Video records of learner misbehavior can be used as evidence should a learner misbehave on the school bus. Due to confidentiality laws, parents/guardians may not view videos or snapshots recorded from the video surveillance equipment.

Secondary Bus Consequences

Required Transportation Notification:

All changes in transportation must be submitted in writing to the office on the day of the change. This includes all modes of transportation: bus riders, walkers, car riders, and other changes. If such notification is not received for each time a change is to take

place, the learner will be sent home their normal way. Last minute requests by parent/guardian for changes in transportation will only be accepted in an emergency situation. This is for the safety of your children. Transportation needs are based on your learner's home address.

Please note: if transportation is being changed due to a family move or a change in learner custody, updated proof of residency/custodial paperwork is required before transportation can be changed. Transportation changes can take up to 5 school days before being implemented.

District Policies

Learners enrolled in the WASD are responsible for adhering to all WASD policies including, but not limited to the following:

Computer/Internet Policy ([Acceptable Use Policy 815](#)):

WASD has the ability to enhance your child's education through the use of the Internet. The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The school board policy supports access by learners to information resources along with the development of appropriate skills to analyze and evaluate such resources by staff. The Internet is a collection of interconnected computer networks around the world that makes it possible to share information in a matter of minutes. The Internet expands classroom and media center resources by making information, images, and conversing with people and places otherwise impossible to reach available to learners, teachers, librarians, and media specialists. Access to these resources can yield individual and group projects, global collaboration, curriculum materials, and idea sharing. Your child will need your authorization for the use of the Internet as a supervised activity. Internet access makes contact with people all over the world possible, bringing experts into the classroom in every content area. With this educational opportunity also comes RESPONSIBILITY. *Internet access for district staff and learners is a privilege, not a right.*

Director of Technology: Nicholas Erickson- nicolas_erickson@wasdpa.org and [Federal Communications Commission](#)

Drug Policy 227:

School Board Policy, #227, Section: Pupils, Title: Drug/Alcohol Abuse states that a learner who on school grounds, during school session (this includes bus transportation), or anywhere at a school activity is under the influence of alcohol, drugs, look-alike drugs, or mood altering substances (including prescription and non-prescription medication not registered with the school nurse, annotated within the learner's health record, and given in accordance with district policy for the administration of medication to learners in school) or who possesses, uses, dispenses, sells, transfers, or aids in procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance shall be subjected to discipline under the provisions and procedures outlined in the school board policy.

Tobacco and Vaping Policy 222:

Act 145 of 1996 of the Pennsylvania Crimes Code prohibits the possession or use of tobacco in schools, stating that a pupil who possesses or uses tobacco including vapes and juuls or smokeless tobacco in a school building, a school bus, or on school property owned by, leased by, or under the control of a school district, commits a summary offense and upon conviction will be sentenced to pay a fine of not more than \$50 and to pay court costs. School district policy adopted March 25, 1997, provides for these consequences: 1st offense and 2nd offense – issue citation; 3rd offense – issue citation, plus 3 day suspension; 4th offense – issue citation, plus 5 day suspension.

Weapons Policy 218.1:

Weapons on school property or at school functions present a direct disruption to a safe and orderly environment. For this reason, learners will not be permitted to possess, handle, transmit, or use any weapon in any school district building, on school property, or on any public conveyance providing transportation to a school or school-sponsored activity at any time, or at any school-sponsored activity or function. For purpose of this policy, weapons shall include but not be limited to knives, razors, cutting instruments or tools, firearms, shotguns, air guns, nunchakus, black jacks, daggers, metal knuckles, look-a-likes, and any other instruments or implements capable of inflicting serious bodily injury.

Bullying/Cyber Bullying Policy 249:

The school board is committed to providing a safe, positive learning environment for district learners. The school board recognizes bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for learning, and may lead to more serious violence. Therefore, the school board prohibits bullying by district learners.

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

- Substantial interference with a learner's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying.

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.

WASD prohibits all forms of bullying by district learners.

WASD encourages learners who have been bullied to promptly report such incidents to the building principal or designee.

WASD directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each learner shall be responsible to respect the rights of his/her fellow learners and to ensure an atmosphere free from bullying.

The superintendent or designee shall develop administrative regulations to implement this policy. Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene unless the intervention would be a threat to staff members' safety. In that case, or if the bullying persists, she/he shall report the bullying to the school principal for further investigation. This investigation may include interviews with learners, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation. The superintendent or designee shall ensure this policy and administrative regulations are reviewed annually with learners.

The superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the school board.

District administration shall annually provide the following information with the Safe School Report:

- Current bullying policy
- Report of bullying incidents
- Information on the development and implementation of any bullying prevention, intervention, or education programs

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to learners.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education:

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and learners with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

Bullying and Cyberbullying Include...

- Intentional harm-doing
- Happens repeatedly over time
- Unequal power (size, ability, popularity, money, clothing)
- Verbal abuse including name calling, threatening, rumors and/or malicious teasing
- Physical abuse including hitting, kicking, pushing, spitting, and getting someone else to hurt someone
- Emotional abuse including isolating others and gestures
- Misuse of technology including harassing, teasing, intimidating, threatening, or terrorizing another learner or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings such as Instagram, SnapChat, Facebook (including blogs) which has the effect of:
 - Physically, emotionally or mentally harming a learner, or staff member; placing a learner or staff member in reasonable

- fear of physical, emotional or mental harm
- Placing a learner or staff member in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a learner's educational opportunities or a staff member's work environment

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline. 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.

Harassment Policies [103](#), [104](#):

WASD is committed to maintaining a positive learning and working environment that is free from discrimination and harassment based on a person's sex, race, color, age, religion, disability, ancestry, or national origin. The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability. No one may harass or discriminate against anyone because of that person's race, color, age, religion, disability, ancestry, or national origin.

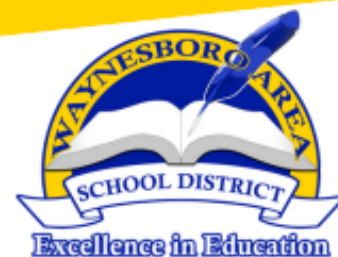
Any person, male or female, learner or employee who feels he/she or another learner or employee has been discriminated against or harassed is requested and encouraged to make a complaint to a teacher, counselor, or administrator. A substantiated charge of harassment or discrimination against a learner in the district shall subject that learner to disciplinary action that may include suspension, filing charges with the local law enforcement agency, or expulsion consistent with the Code of Conduct and pursuant to school board policy.

[Dress Code Policy 221](#):

See Below

Waynesboro Area School District

Student Dress Code



Although students exhibit different styles of clothing, it is important that our dress reflects good taste and is appropriate for school. The clothing of the student shall not cause a substantial disruption of the educational environment. If a staff member feels a student's apparel is distracting to the educational process, the student will be sent to an administrator who will make the final judgment. If a student is dressed in an unacceptable manner, as determined by the administration, parents will be contacted and asked to bring appropriate attire or the student may be asked to go home to change. Appropriate discipline will be administered should the dress code violation persist.

General:

1. Jeans and pants with rips and tears are acceptable as long as they are located at or below mid-thigh. Rips and tears above the mid-thigh are only acceptable if skin is NOT showing.
2. Yoga pants and leggings are acceptable but cannot be sheer or see through.
3. Undergarments must not be exposed in any way

Attire Not Permitted:

1. Tank tops and muscle shirts
2. Spaghetti strap/halter/mesh/ tube tops
3. See-through blouses or shirts worn without an undershirt or tank top
4. Any top that allows the stomach, chest or undergarments to be exposed
5. Coats, jackets or garments designed for protection from the outside weather
6. Hooded sweatshirts are acceptable, but wearing the hood is not

Pants/Shorts/Skirts/Rompers:

1. Pants and shorts must be secured and worn above the hip and no undergarments be shown.
2. Shorts, skirts and rompers shall be of sufficient length. The length of these articles of clothing shall be no shorter than mid-thigh.
3. Cut-off pants or shorts are permitted as long as they are below the mid-thigh.

Footwear:

1. Shoes must be worn at all times.
2. Flip flops and high heeled shoes (heels greater than one inch) are not acceptable for K-5 students.

Jewelry:

1. Spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard are not permitted.

Head Wear:

1. Hats, caps, bandanas, sunglasses, visors and sweatbands are not permitted unless:
 - a. Medically necessary
 - b. For religious reasons
 - c. Used for a function with the hair
2. Hoods from sweatshirts, sweaters and hoodies cannot be worn.

Health and Hygiene:

1. Any apparel that is judged to be unhealthy or unsanitary (e.g. clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.

Offensive Dress:

1. Clothing, patches, buttons, pins, jewelry and back packs are not permitted if they:
 - a. Have sexually suggestive writing/pictures
 - b. Advocate violence
 - c. Advertise or promote the use of tobacco, alcohol or drugs
 - d. Have double meaning wording or obscene language
2. A tattoo must be covered if it:
 - a. Has sexually suggestive writing/pictures
 - b. Advocates violence
 - c. Advertises or promotes the use of tobacco, alcohol or drugs
 - d. Has double meaning wording or obscene language

Enforcement:

Although all staff are expected to support the dress code, homeroom/period 1 teachers – please take the time to examine and be aware of student dress in your classroom. Appropriate disciplinary actions for violations shall include the following:

First Offense: Students shall be informed that they have violated the policy. They shall be given the opportunity to change into acceptable clothing available at school or by calling a parent/guardian to bring in acceptable clothing. If neither of these options is used, the students may be placed in in-school suspension for the remainder of the day.

Second Offense: A second infraction of the policy shall be considered as defiance. In addition to the disciplinary actions available for the first offense, a parent/guardian contact will be initiated.

Subsequent Offenses: Administration discretion up to and including out-of-school suspension.

Approved 11/22/2022

School Wellness Policy 246:

WASD recognizes that learner wellness and proper nutrition are related to learners' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes learner wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience.

In accordance with this policy, the elementary school will:

- Provide nutrition education.
- Promote positive lifelong eating habits.
- Provide opportunities for daily, developmentally appropriate physical activity during the school day for all learners. As such there will be two (2) 15-minute recesses per day for learners in grades K-5.
- Ensure that safe drinking water shall be available and accessible to learners, without restriction and at no cost to the learner, throughout the school day.
- Ensure that foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

Please note:

- Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved.
- Food and beverages shall not be used as a reward or incentive in district schools without administrative approval.
- The following guidelines will be followed for classroom parties and celebrations:
- Food/snacks supplied by parents/guardians or by the district for classroom treats/activities will be store bought (pre-packaged and/or sealed).
- Food/snacks supplied by parents/guardians or by the district in classrooms with identified food allergies will be required to follow specific guidelines for that classroom (e.g., peanut/tree nut, dairy wheat [gluten], colored dye, egg, shellfish).
- Food and beverages should only be brought in when requested for scheduled parties.

Volunteers 916 and Visitors in School 907:

WASD welcomes the active interests and visits of parents/guardians, community members, and others with valid public school business. Since schools and school grounds are a place of work and learning, policies and procedures for visits must be followed. The building principal is responsible for all persons in the building and on the grounds. Any person who is not a regular staff member or learner of the school will be termed a "visitor." Any visitor of the school must report to the main office upon arrival to the school to sign in and receive a visitor's pass. WASD uses **School Gate Guardian** as a tool for school safety. The software quickly scans and processes a visitor's state issued identification and dates and timestamps every visit. The system archives all the details of the visit, including date and time, photograph of the visitor, who they are there to see, and what their destination is in the school. All teachers are expected to stop and question any adult who is in the school without proper identification. Parents/guardians or citizens who wish to visit a classroom while school is in session are required to arrange such visits in advance with the teacher, so class disruption may be kept to a minimum. Teachers should not take class time to discuss individual matters with visitors.

A good volunteer program in an elementary school can be helpful to the learners, staff, and parents/guardians. A successful volunteer program consists of cooperation, good communication, and an understanding of purpose and goals.

Each volunteer, including those assisting in classroom parties **MUST** have all clearances on file at the central offices, and must follow guidelines for our total school volunteer program as listed below.

1. Maintain confidentiality of information.
2. Follow WASD and school building policies, rules, and regulations.
3. Refrain from discussion of learners with parents/guardians, staff, and administration.
4. Please make child care arrangements for younger siblings when assisting in the classroom or attending classroom parties.
5. Receive and comply with the instructions of the teacher.
6. Volunteers should refrain from disciplining learners.
7. Sign-in when arriving at the school.
8. Wear a visitor's badge.
9. Sign-out when leaving.
10. Do not talk on cell phones while volunteering.
11. Follow school dress code policy.

Any questions regarding school volunteers should be directed to the building principal.

Student Records Policy 216:

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

Student Privacy Policy Office

WASHS Student Record Administrator: Sheri Helfrick- sheri_helfrick@wasdpa.org

Confidential Communications Policy 207:

Use of a learner's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel). Information received in confidence from a learner may be revealed to the learner's parents/guardians, the principal, or other appropriate authority when the health, welfare, or safety of the learner or other persons is clearly in jeopardy.

Student Privacy Policy Office

Cafeteria Policy 808:

A well-balanced breakfast and lunch are an essential part of a successful school day for your child. The cafeteria offers meals that are economical, nutritious, and meet all USDA requirements. Menus are sent home with learners each month and are available on our website under Food Services.

Learners will have to pay for meals for the 2023-24 school year. The cost of a learner breakfast is \$1.85 and lunch is \$2.90. In the event parents choose to send money for a la carte items, every school has a gray deposit box located near the office or main learner entrance. Learners can drop payment envelopes into the box when entering the building. The deposit boxes will be emptied daily for security purposes. Pre-printed envelopes are available in the main office or from cashiers. Payments should be dropped off in the drop box upon arrival to school in the morning. Low balance letters will be generated and mailed on Thursdays. Please promptly submit payment if your child has a balance on his/her lunch account.

The WASD cafeteria recognizes the need to make accommodations for those learners with special dietary needs. However, we are only required to make changes for special dietary needs that are certified by a physician. A medical form must be completed, signed by a physician, and returned to the administration office in order for any substitutions to be made. Forms are available at each school office and on our school district webpage.

All learners are given a pin number to enter in a keypad or a scan card to use when getting meals and/or purchasing a la carte items. We encourage parents/guardians and teachers to help their child memorize their pin numbers. The pin number is the learner's school identification number from Sapphire. When your child enters his/her pin number, a photo of your child appears on the computer screen; this procedure eliminates a learner using someone else's account.

If at any time you have any questions regarding the cafeteria program, please contact Ruth Helman, Supervisor of Food Services, at ext. 1171.

Breakfast begins being served at 7:25 AM. Learners are not permitted to arrive before this time. If there is a two-hour delay, breakfast will NOT be served.

The lunch period is 30 minutes. Learners are expected to bring or buy their lunch and eat in the cafeteria. Lunch and milk may be bought in the cafeteria during the lunch period.

Payment Options

Option #1 Cash on Account – money that can be used for a la carte items

Option #2 Pre-paid Meals only – money will be placed on your child's account for meal purchases only

Option #3 Cash on Account and Pre-paid Meals – money will be placed on your child's account for meals and a la carte items as specified on the envelope

Payment Methods

- Checks are the preferred form of payment and should be made payable to WASD Cafeteria Account.
- Send payment in a preprinted envelope on the first school day each week.
- Send payment in a plain envelope clearly marked with the learner's name, grade, pin number (learner ID), amount, and payment option.
- Send cash on a daily basis(not preferred). Cashiers will ask if learners want to put their change on account.
- Payment can also be made through the line each day, however we ask payment be sent in a preprinted envelope for documentation.
- Add money to your child's account online through [MySchool Bucks](#).

Public Records Policy 801:

The school board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, school board policy, and administrative regulations. The WASD Public Records Policy is available at our website: www.wasdpa.org

Record Retention and Destruction Policy 800:

It is the policy of WASD that its records, including both paper and electronic, be retained only as long as determined necessary to meet legal, audit, and management requirements. In each case, the official retention periods shall be as short as possible in order to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the school district, and reduce the cost of storage for unneeded records inventory. The WASD Record Retention Policy is available on our website. If you do not have access to the Internet, please call for a paper copy. The proper disposal of information and data is important to maximize the use of valuable space, promote efficiency, assist in the day-to-day operations of WASD, reduce the cost of storage of unneeded records, and reduce the risk of identity theft and/or breaches of privacy, computer fraud, and related harms. The school district employees must take reasonable measures to protect against unauthorized access to or use of records and information/data and properly dispose of paper and electronic records, information, and data.

Notification to Parents/Guardians of Teacher Qualification

COMPLIANCE WITH L.P. 107-110, SECTION 1111 (H) (6) (A)

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents/guardians of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, WASD will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your children's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subject he or she teaches
- Whether the teacher is teaching under emergency or provisional status because of special circumstances
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree

WASD is committed to providing quality instruction for all learners and does so by employing the most qualified individuals to teach and support each learner in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact the building principal.

WASD is an equal opportunity educational institution and will not discriminate on the basis of race, religion, national origin, sex, age, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504 and the Americans with Disabilities Act. For information regarding civil rights, grievance procedures or accessibility issues, contact Stephanie States, Title VI, Title IX and Section 504 Coordinator; or Dr. Rita Sterner-Hine, ADA Coordinator, at 210 Clayton Avenue, Waynesboro, PA 17268 (717-762-1191; T.D.D. 1-800-654-5984).