# Wissahickon High School
# Student/Family Handbook

High School Leadership Team

Principal: Dr. Lynne Blair

Assistant Principal: James T. Brooks IV

Assistant Principal: Kevin Morris

Assistant Principal: James Kelly

Athletic Director/Activities Coordinator: James Cairnes

## Translate This Handbook

This document contains important information. If you need language translation assistance to understand this document, you may review this information on our district website and use the translation tool, or you may contact your student's school to request a translated document.

Click here: https://www.wsdweb.org/parent-hub/student-and-family-handbooks/whs-studentparent-handbook

Este documento contiene información importante. Si necesita asistencia en traducción de idiomas para e ntender este documento, puede revisar esta información en nuestro sitio web del distrito y usar la herra mienta de traducción, o puede comunicarse con la escuela de su estudiante para solicitar un documento t raducido.

Haga clic aquí: https://www.wsdweb.org/parent-hub/student-and-family-handbooks/whs-studentparent-handbook

이 문서에는 중요한 정보가 들어 있습니다. 이 문서를 이해하기 위해 언어 번역 지원이 필요한 경우, 해당 지역 웹 사이트에서 이 정보를 검토하고 번역 도구를 사용하거나, 학생의 학교에 연락하여 번역 문서를 요청할 수 있습니다.

여기를 클릭:https://www.wsdweb.org/parent-hub/student-and-family-handbooks/whs-studentparent-handbook

## Translation and Interpretation Services

The Wissahickon School District offers free language assistance services to limited English proficiency parents or guardians. Translation and interpreter services are available by contacting the principal of your student's school. If you have not already completed a Home Language Survey, the Home Language Survey is available from the District's Registrar and, upon request, a hard copy or interpretation of the Home Language Survey may be obtained in the language that you can understand. If you have any questions or concerns regarding parent/caregiver communications or access to interpreter or translation services, please contact your student's building principal.

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# Wissahickon School District Vision, Mission, and Shared Values

## Our Vision

"Belong, Inspire, Engage, Excel"

A learning community where all students and staff feel a sense of belonging and are inspired to engage and excel to their fullest potential.

## Our Mission

The mission of the Wissahickon School District—a learning community where diversity is valued, and equity is an ongoing commitment—is to empower each student and staff member to excel to their fullest potential and meaningfully contribute to the greater community.

## Our Shared Values

We believe all students and staff will…

…develop healthy identities.

…value diversity and inclusivity

…maintain positive relationships.

…feel and show empathy for others.

…achieve personal and collective goals.

…make responsible and caring decisions.

…contribute to safe and just communities.

# Equal Opportunity

Wissahickon School District is an equal opportunity employer. The district seeks to broaden and deepen the educational environment and experience for students, staff, and community by recruiting, hiring, and retaining highly qualified candidates with diverse backgrounds. Wissahickon School District believes that our diversity makes us stronger. This core value is demonstrated through:

- A steadfast commitment to closing the Achievement Gap
- The realization that diversity encompasses multiple demographic characteristics.
- A celebration of our differences
- A non-negotiable expectation for tolerance throughout the entire district

Wissahickon School District shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and

Section 504 may be obtained by contacting the Director of Human Resources, Wissahickon School District, 601 Knight Road, Ambler, PA.

# Contact Information

521 Houston Road, Ambler, PA 19002

Phone: 215-619-8112

https://www.wsdweb.org/schools/wissahickon-high-school

# Academics

## Course Requirements & Credits Earned

| Course Requirements | Credits Earned |
|---|---|
| English | 4.00 |
| Social Studies | 4.00 |
| Mathematics* | 3.00 |
| Science* | 3.00 |
| Mathematics, Science, or Computer Science* | 1.00 |
| Wellness (Ninth Grade) | 1.00 |
| Physical Education | 1.00 |
| Health | 0.50 |
| Freshmen Seminar** | 0.25 |
| Career Pathways Portfolio*** | 0.80 |
| Electives**** | 8.50 |
| Total | 27.05 |

*Students must earn a combined total of 7.0 credits and Mathematics and Science which can include 1.0 credit in Computer Programming, Advanced Computer Programming, or AP Computer Science.

**Classes of 2025and 2026- These students will not participate in the Freshmen Seminar course and are only required to earn 26.80 credits for graduation.

***

Class of 2025 and beyond- Students will earn 0.2 credit in their ninth grade year, 0.3 credit in their 10$^{th}$ grade year, and 0.3 credit in their 11$^{th}$ grade year.

****Two years of World Language are required but exceptions are considered on an individual basis.

## Full Program Schedule

Students must have a full program schedule that includes 8 scheduled course blocks, with no more than one of the 8 blocks scheduled as a study hall.

## North Montco Technical Career Center Programs

Some WHS students participate in a hybrid of courses, some select courses at NMTCC with the balance of their core programming at WHS. Once these students return to WHS, they will be required to register for

one of our Virtual High School courses and report to the high school library where they will engage with that on-line course.

## Credit Denial

If a student accumulates a total of fifteen (15) days of absences (excused or unexcused) for a full year course, the student may not receive academic credit toward graduation. Classes missed because of lateness to school and/or early dismissal are counted as part of the fifteen (15) day total. Students who are denied credit due to excessive absences will be required to attend summer school or retake the course to earn the credit(s). Special consideration will be given to those students who are seriously ill. If a student is denied credit for any or all their courses, the parents/caregivers may request to attend a credit denial conference with the appropriate building administrator. The purpose of this conference is to review the student's attendance and discuss any circumstances that have affected the student's ability to attend school and to determine if credit can be restored for the course or courses in question. In the event of extenuating circumstances, the building principal will meet with the parents/caregivers and student to find an equitable solution to the attendance problem.

## Distinguished Scholarship Roll/Scholarship Roll

For students to be eligible for the Distinguished Scholarship Roll, students must have earned a marking period cumulative unweighted GPA of at least 3.75. For the Scholarship Roll, students must have earned a marking period cumulative unweighted GPA of at least 3.50.

## Promotion Requirements

Students who have not earned enough credits to be promoted will be notified by their counselor at the end of each school year. Students can make up for their credit deficiency through summer credit recovery or through work in the following school year. They may rejoin their grade level class when the credits for the make-up courses are completed.

| For Promotion | Required Criteria |
|---|---|
| From Grade 9 to Grade 10 | 6 credits |
| From Grade 10 to Grade 11 | A minimum of 12.50 credits overall |
| From Grade 11 to Grade 12 | A minimum of 19.00 credits overall |

## Grading System

We agree that the primary purpose of grades is to communicate student achievement to all stakeholders with an emphasis on application and demonstration of skills. As such, students at WHS will be graded no less than 85% on assessments that are graded for accuracy and no more than 15% for homework completion, class participation, classwork, etc. Wissahickon High School uses the following grading system.

| Letter Grade | Percent Grade | Grade Points |
|---|---|---|
| A | 93 - 100 | 4 |
| A- | 90 - 92 | 3.7 |
| B+ | 87 - 89 | 3.3 |
| B | 83 - 86 | 3 |
| B- | 80 - 82 | 2.7 |
| C+ | 77 - 79 | 2.3 |

| Letter Grade | Percent Grade | Grade Points |
|---|---|---|
| C | 73 – 76 | 2 |
| C- | 70 – 72 | 1.7 |
| D+ | 67 – 69 | 1.3 |
| D | 65 – 66 | 1 |
| F | 0 – 64 | 0 |
| I | Incomplete | |
| M | Medical | |
| P | Passing | |
| F | Failing | |

## Grade Point Average (GPA)

- Both unweighted and weighted GPA are part of the WHS transcript.
- A student's unweighted GPA will stand relative to 4.0.
- An unweighted Grade Point Average (GPA) will be based upon the following numerical values:
- A weighted GPA will be calculated in the following manner:
    - Each Advanced Placement level course in which a pupil has received a grade of C- or better in grades 9-12 will award the pupil .10 bonus points per credit.
    - Each Honors or Gifted level course in which a pupil has received a grade of C- or better in grades 9-12 will award the pupil .05 bonus points per credit.
    - Special Education courses will be weighted the same as Academic level courses.
- Wissahickon does not rank students numerically. The range of unweighted and weighted GPAs will be provided on the high school profile. Colleges may request in writing (to the WHS Guidance Department) specific student class rank information. If this information is required for admission to a particular school or to qualify for a scholarship or specialty program, the Guidance Department will advise whether the student was in the top 5% or the appropriate percentile into which the student would fall, based upon the weighted GPA.
- The Senior Class Valedictorian will be the student with the highest percentile based upon a weighted GPA at the end of the third marking period of their senior year. To be considered, students must have attended Wissahickon High School for a minimum of two (2) years. The graduation speakers will be the class valedictorian and a twelfth-grade student selected by audition.

## View Grades and Report Cards

Parents may review overall course grades and report cards in the Infinite Campus Parent Portal. Detailed assignments and grades may be viewed in Schoology.

## Graduation Requirements

In the event there are any questions or clarifications about these WHS. Graduation Requirements, the High School Principal and/or Superintendent shall have the exclusive discretion to render a final interpretation/decision on the graduation requirements at issue and to implement modifications to an applicable student's course selections/roster. Although courses may be selected for a year or semester, report cards are issued four times a year and final grades are given in all courses. Final grades become part of a student's permanent transcript file. In general, ninth graders must earn a minimum of six (6)

units before entering the tenth grade; tenth graders a minimum of twelve and one-half (12.5) units overall before entering the eleventh grade; eleventh graders a minimum of nineteen (19) units overall before entering twelfth grade.

| For Graduation | Required Criteria |
|---|---|
| From Grade 9 to Grade 10 | 6 credits |
| From Grade 10 to Grade 11 | A minimum of 12.50 credits overall |
| From Grade 11 to Grade 12 | A minimum of 19.00 credits overall |

## Graduation Project

Students in the Class of 2025 and beyond, students will participate in the Career Pathways Portfolio as a graduation requirement.

## Keystone Assessments

Achieving a proficient score on all three of the PA Keystone Exams (Algebra, Biology, and Literature) is one way for Pennsylvania students to demonstrate their proficiency for post-secondary work. In addition, however, the Pennsylvania Department of Education (PDE) has established alternative pathways by which a student is able to demonstrate post-secondary readiness. This is now a high school graduation requirement beginning with the class of 2023 and beyond.

## Program of Studies

Please consult the current Program of Studies for relevant deadlines concerning course selection.

Parent/Student Initiated Change in Course - Moving down a level:

- Level changes will only be considered after the midpoint of the first marking period if:
    - The student is failing.
    - The student has documented that they have received additional support offered by the district such as: after school tutoring, Instructional Support Lab, IE period, and support classes where available.
    - The student has made an appointment with their guidance counselor to discuss the change, the impact on their future and the impact on their schedule. After the mid-marking period point, students might be unable to schedule new courses.
    - The teacher has been consulted.

- Parents/students must put requests in terms of course drops/withdraw and schedule changes in writing. Forms are available in the School Counseling Office. (Waiver forms were previously supplied at the beginning of course selection).
- This change will be done with an Administrator's approval and a grade of "W" will appear on the transcript after the mid-marking period point of the first marking period. The student's current grade in the course can be carried over to his/her new course, with a minimum of 60% being used to transition into the new course.

## Summer Programs

The WHS Camp for Success will include opportunities for credit recovery, opportunities for pre-teaching in Math, Language Arts, Science, and Social Studies, and opportunities for SAT test preparation and essay writing.

Wissahickon High School offers a summer school program providing students an opportunity to remediate failures, in up to two courses, for which they may have incurred during the school year. WHS delivers all summer school instruction in a virtual manner, where students may attend sessions at the high school but access the curriculum through a prescribed online program. Students are strongly encouraged to remediate any core course (Language Arts, Math, Science, Social Studies) they may have failed to prevent becoming credit deficient.

To be eligible for summer school students must have attended school regularly, taken advantage of opportunities for teacher remediation, and have earned a final grade of at least 50%. Students whose final grade is below 50% will be required to repeat the course. If students have failed to attend and participate in their classes, they may be excluded from summer school by the administration. The final decision regarding a student's attendance in summer school is made by the principal.

Credit Recovery courses are available for students who do not earn a passing grade in one of their core classes during the school year, families will have the option to complete credit recovery courses (1 or 2 courses) over the summer. A core class is defined as: Language Arts, Math, Science, Social Studies. Credit recovery classes will be taught via an online platform through the Montgomery County Intermediate Unit (MCIU). Students will be expected to report to WHS to receive support from an in person Wissahickon teacher. There is a cost associated with credit recovery classes and families will be responsible for paying this cost. Please speak to your school counselor regarding specific cost related concerns. The cost of these classes may fluctuate from year-to-year based on the MCIU pricing.

The Pre-Teaching courses are designed to address gaps in knowledge that students may have in a given content area or help students get a head start on a particular course. The Pre-Teaching courses are designed to introduce students to material in a course they have not taken yet. Courses will focus on the necessary skills that will assist students to be successful in the upcoming school year. The goal of this course is to prepare students for their future courses before the school year begins.

The Re-Teaching courses are designed to address gaps in knowledge that students may have in a given area. The Re-Teaching course are designed to review material in a course that students have already taken and passed. The goal of this course is to review important concepts and skills that students will need in order to be successful in the upcoming school year.

A SAT prep course is offered to students at no cost to families. This course is designed to prepare students to take the SAT exam.

All summer programming is subjected to change each year based on student need, budget, and staffing availability.

### Study Hall

Sessions when students are not scheduled for academic classes are referred to as Study Hall and provide students with several opportunities.

In the interest of maintaining a quiet, orderly atmosphere in which students may indeed study and do homework or other academic assignments, the following expectations should be followed:

- Be on time.
- Bring the books and materials with you that you will need.
- Remain in Study Hall until attendance is taken.
- Attendance will be taken when everyone is in their assigned seat.
- A quiet study atmosphere requires the following restrictions:
    - No eating or drinking.
    - No use of electronic devices that are disruptive to other students.
- If you wish to leave Study Hall to make up a test, lab, or gym class, you must first present the previously signed excuse note from your teacher.
- 
- You must have permission from your Study Hall teacher to go to the library. Each student in the library should be working on a class assignment, on extra research, or reading for pleasure.

## Addressing Parent/Caregiver Questions and Concerns

Parents/Caregivers often wonder where to turn with a question or a concern regarding their child or other school issues. Starting "too high up the ladder" often requires information backtracking and can leave valuable allies out of the loop. Use these four (4) steps described below to effectively communicate with your student's teacher and/or building principal.

1. Step #1: Connect with your student's teacher. They are in the best position to address classroom-related issues. If the problem is outside the teacher's area of expertise or control, the teacher will refer you to the right person.
2. Step #2: If you have not been able to resolve your problem with the teacher, go next to the school principal or supervisor who usually will be able to resolve your problem or refer you to the right person.
3. Step #3: If your issue or inquiry is not being resolved at the building level, you might be referred to a member of the Wissahickon School District administration.
4. Step #4: If you still cannot resolve your problem through the above channels, contact the Superintendent's Office.

## Alma Mater and School Spirit

Hail Wissahickon
The gold and the blue
To our alma mater
We'll always be true
Through all our lifetimes
We'll look back with tears
Remembering the joys of our Wissahickon years.

Colors – Blue and Gold

School Mascot – The Trojans

## Attendance

In accordance with Board Policy #204 (Attendance), students of compulsory school age must attend school regularly during the days and hours that school is in session. Regular attendance is essential to academic success, and the Wissahickon School District values the presence and participation of every student.

Attendance is taken daily and in each scheduled class. Students are expected to attend every class unless excused, arrive on time, and participate fully.

Lawful (Excused) Absences

The following are considered reasonable causes for absence:

- Illness or recovery from accident
- Quarantine
- Professional health care or therapy services from a licensed practitioner
- Family emergency or death in the family
- Required court attendance
- Observance of a religious holiday or religious instruction (with prior written request)
- Non school sponsored educational tours or trips (up to five days per year, with prior approval)
- Other urgent reasons, as defined by law

Submitting Excuse Notes

All absences are treated as unlawful (unexcused) until the district receives a written excuse. Parents/guardians must submit an excuse note within three (3) school days of the student's return.

- Up to fifteen (15) cumulative absences per school year may be excused with a parent/guardian note.
- After fifteen cumulative absences, or if an absence due to illness is more than three consecutive days, documentation from a licensed medical practitioner is required.

Attendance Notifications

- Families are notified when students are absent or late.
- Reminder letters are sent at 5, 8, and 10 total absences.
- After fifteen absences, a School Attendance Improvement Conference (SAIC) may be required.

Reporting Absences or Tardies

Parents/guardians should report absences or tardies by phone or email:

Phone: 215 619 8112 ext. 8031 (press 2)

Email: whsattendance@wsdweb.org (email is preferred)

Include the student's name, date(s) of absence, homeroom teacher, and reason for absence. If you email, no additional note is required. If you call, a written note must be sent within three days.

Lateness to School (Tardiness)

The school day begins at 7:37 AM. Students arriving after this time must report to the attendance office to sign in and provide a note explaining the reason for tardiness.

Acceptable excuses include illness verified by a parent/guardian, verified medical appointments, and emergencies approved by administration. Missing the bus, oversleeping, and similar reasons are not excused.

If a student is tardy 10 times in a semester or 15 times in a school year, a doctor's note is required for future lateness. Without this documentation, tardies will be considered unexcused.

Consequences for unexcused lateness:

- 1st–2nd offense: Warning
- 3rd–4th offense: After school detention
- 5th offense: After school detention
- 6th–7th offense: Saturday detention (2 hours)
- 8th–9th offense: Saturday detention (4 hours)

- 10th offense: In school suspension
- Further offenses: Progressive discipline, including additional suspensions and parent/administrator conferences

College Visits and Educational Trips

Students attending college visits or educational trips must complete a pre-approval form (available in the attendance office or online) and secure teacher and administrator approval prior to the visit/trip.

- A maximum of five days per school year may be approved for non-school sponsored travel.
- Additional days beyond five will be considered unexcused.
- Travel will not be approved during standardized testing dates.
- Students exceeding ten total absences may not be approved for non-school sponsored travel.

Failure to follow this procedure may result in unexcused absences and ineligibility for extracurricular participation on those days.

Early Dismissal

Parents/guardians must send a written note stating the reason for early dismissal. A doctor's note or appointment card is required for verification. Students must check in at the attendance office before first period to obtain an early dismissal pass and return it when leaving school.

Students may not leave the school building without permission from appropriate personnel and must sign out in the Attendance or Nurse's Office. Failure to follow proper procedure will result in school discipline.

To participate in after school events, students must attend school by 8:30 AM. Early dismissals will not be granted for personal appointments (e.g., hair appointments, prom preparation) that can be scheduled outside school hours.

Family Travel

Board Policy #204 allows up to five days of non school sponsored family travel per year. A Family Travel Acknowledgement Form must be submitted at least two weeks in advance for principal review. These days count toward the fifteen day cumulative absence limit and cannot be approved during standardized testing dates.

Homeroom

Official daily attendance is taken during homeroom. Students missing homeroom without permission are disciplined according to class cut procedures. Homeroom is also used for announcements, distributing guidance materials, and other school functions.

Truancy and Unexcused Absences

Absences that do not meet lawful criteria are considered unlawful/unexcused.

- After three unexcused absences, families receive written notice outlining possible consequences.

- After six unexcused absences (habitually truant), the school will hold a School Attendance Improvement Conference and may refer the student to a school-based program, local children and youth services, or file a citation with the magisterial district judge.

Truancy is addressed in accordance with Pennsylvania law and district policy.

## Breakfast and Lunch School Meals

District students may purchase breakfast, lunch and snacks each day. Students and their families may view the school menus online: https://wsdweb.nutrislice.com/. The school menus include images and descriptions of the meals and nutritional information. School menus are also available on the district mobile app. Glass containers are not permitted in school for safety reasons.

### Meal Costs

Free breakfast for all Wissahickon students in the current school year! Additionally, students identified as eligible for free or reduced-price lunches, with an approved school meal application through the National School Lunch Program (NSLP), will not be charged for their meals. Therefore, during the 2026-2027 school year, students eligible for Free or Reduced-Price meals will not be charged for breakfast or lunch. Lunch costs $2.75 for the high school.

Additionally, students eligible to receive free or reduced meals are also eligible to receive SUN Bucks (Summer EBT) program the following summer (2025), without the need to apply. SUN Bucks is operated through the Department of Human Services. For more information on SUN Bucks visit http://www.dhs.pa.gov/SunBucks.

### Free and Reduced-Price Meal Eligibility

We invite our families to apply for free or reduced-price school meals. A qualified application may provide additional federal program benefits. To be eligible for free or reduced meals, families need to complete an application unless they participate in a qualified benefits program (e.g., SNAP, TANF, or certain Medical Assistance). Click here to complete the application: https://www.schoolcafe.com/WissahickonSD

### Cafeteria Guidelines

Students will be expected to report to their assigned lunch area. Students may not congregate in the halls or roam around the building during lunches. Students are expected to respect the rights of all fellow students by not cutting in the serving lines, eating in a mannerly way, returning all eating utensils and trash to the appropriate area, and making certain that the table area is clean upon departure. No food, including beverages and desserts, is permitted outside of the cafeteria area. Students are not permitted to leave campus during lunch periods.

## Board of School Directors

The Wissahickon Board of School Directors is governed by nine citizens elected at large by voters of the district. The Board operates under the authority granted by the Pennsylvania Public School Code of 1949; Title 22, Education, of the Pennsylvania Code; and regulations of the State Board of Education. The Board's meetings are held in accordance with Act 84 of 1986 and Act 20 of 1993 of the General Assembly of the Commonwealth of Pennsylvania.

The Board of School Directors meets twice monthly for its public meetings. Please visit the School Board section of the district website to learn more: https://www.wsdweb.org/school-board

As the elected governing body of Wissahickon School District, the School Directors are responsible for:

- Policy making for school district operations.
- Designating the chief executive
- Planning, goal setting and appraisal
- Adopting an annual budget and appropriation measures.
- Exercising its taxing power to provide funds for the operation of the district.
- Considering and passing upon the recommendations of the Superintendent in all matters of policy, appointment or dismissal of employees, salary schedules or other personnel regulations, courses of study, selection of textbooks, or other matters pertaining to the welfare of schools.
- Informing the public concerning the progress and needs of the schools, and to solicit and weigh public opinion as it affects the schools.

### Board Policies

The Board policy manual serves as an instrument to guide the decision-making process affecting all aspects of the Wissahickon School District organization. These board policies are designed to reflect culture, character, and values of the school community while meeting state and federal regulations. These policies are applicable to school directors, students, employees, families, and community members. As such, these groups are charged with knowing, reviewing, and abiding by the policies set forth in this reference manual. Click here to review to Board policy manual: https://go.boarddocs.com/pa/wiss/Board.nsf/Public

## Communication with Teachers

Student to teacher communication via e-mail or through Schoology messages should occur in a positive, civil, and respectful manner. Students should not submit text messages or emails that are derogatory and/or negative in tone. Issues and differences of opinion should occur in a positive and reflective

manner. All cases of student to teacher, teacher to student, parent to teacher and teacher to parent communication should be reflective and civil.

## District and School Communication

The district communicates with students and their families through various channels, including but not limited to email, phone call, text message, website, mobile app, and social media.

To receive timely and effective communication, it is essential for parents to maintain up-to-date contact information including email and phone numbers in the Infinite Campus Portal.

### District Website

We invite you to visit our website to learn more about our district: www.wsdweb.org

### News & Calendar Alerts

Set up email and/or text alerts to receive district and school-specific news and calendar events that are posted on the WSD website. Alerts can be customized by district and school news and events. Read WSD News and subscribe to receive customized news & calendar alerts

### Parent Square

Parent Square is the district's notification software used for emergency information (e.g., weather-related, or other), school news, student and staff accomplishments, upcoming events, current issues affecting WSD families and other district/school communication. Family contact information entered Infinite Campus is automatically uploaded to Parent Square allowing e-news to be shared via phone, text, and email.

### Parent Square Mobile App

The Parent Square mobile app provides on-demand access to the most important information and resources. Search Parent Square in your App Store to download the free mobile app to your mobile device. The app provides access to:

- School calendars
- Lunch menus.
- Access to Infinite Campus, Schoology, and MySchoolBucks
- WSD staff directory
- Important news and notifications

### District Social Media

Our social media sites keep families and the community updated on school news and provide a forum for connecting and sharing accomplishments, photos and videos of our students, staff, and school community. Below are the official social media accounts for the district and our schools.

- Facebook - http://facebook.com/wissahickonschooldistrict
- Twitter - District/School News @WissahickonSD
- Instagram - @WissahickonSchoolDistrict
- YouTube - Watch us on YouTube (read how to subscribe to our YouTube Channel)

- Wissahickon High School Counseling Office: @wisscounselors

Search our Hashtags.

- #WissLearns (classroom/learning highlights)
- #WissCares (community service/character education)
- #WissPride (staff, student, school achievements)
- #WissNation (athletics and district-wide news & achievements)

# Dress Code

An individual's dress, personal appearance, and cleanliness have a bearing on how others react to them and therefore should reflect sensitivity to and respect for others. It should not constitute a threat to safety and health of self or others or be in violation of any statutes. Although styles do change, dresses should reflect current good taste and a style appropriate for a school day. The purpose of the dress code is to ensure that the school population will dress in a way that is supportive of and not a disruption to, the educational process.

- Those students who desire to wear shorts are responsible for selecting shorts which are loose fitting and long enough to be appropriate school apparel. Shorts, as well as skirts, should be longer than the extended fingertips when arms are held to the side.
- Students must wear apparel that covers the midriff area and underarm areas. Strapless tops are prohibited, and shoulders must be adequately covered.
- Clothing with profane or questionable language imprints is unacceptable school apparel.
- Students must always wear footwear. Because of safety and sanitation in situations such as chemistry lab, teachers may require more substantial footwear.
- Sunglasses are not to be worn in the school building.
- Hats, hoods, and bandanas are prohibited, except under the terms of specially designated days. Bandanas displaying "colors" are forbidden in all cases. Hats and bandanas must be stored in a locker during the day.
- Pants worn that reveal underwear are not permitted.
- Any form of attire is subject to evaluation on an individual basis. Students not in compliance with the dress code will be required to obtain an immediate suitable change of clothing and will face disciplinary action ranging from warning to suspension. Any student who wears apparel to school deemed inappropriate dress will be referred to the administration for disciplinary action.

# Extra-Curricular Clubs and Activities

## General Eligibility Requirements

### Academic Eligibility

In compliance with the PIAA, WHS conducts weekly grade reviews. Grades of all student-athletes that are in season will be reviewed every Friday morning via Schoology. Any student-athlete failing two courses should refer to the below matrix for eligibility. Any student-athlete with three or more failing grades will be ineligible for the following week. The week begins on Sunday immediately following the review and

runs through the Saturday following the next Friday. If a student becomes academically eligible, he/she will not be permitted to play until the Sunday following the Friday review. When a student-athlete is ineligible, a letter will be emailed to the student-athlete and their parent/caregiver. It is the responsibility of the student-athlete to always be aware of his/her academic grades and eligibility status.

Students must pass at least four full-credit subjects or the equivalent, during the previous grading period to be eligible to play a sport. Eligibility for the first grading period is based on final grades for the preceding year. Students who fail to meet this requirement will be ineligible for fifteen (15) school days of the next grading period beginning on the first day report cards are issued.

Any student-athlete who is ineligible to compete may still practice (but not dress for any contests that week) with his/her team if they are failing two or less courses. However, any student-athlete failing two or more courses for a three-week period, or more, is ineligible to practice and compete. A student-athlete may be excused from practice that week to receive additional academic help or to catch up on missing coursework. WHS offers the following academic supports to assist student-athletes with their coursework: Extended Learning Time (afterschool), Intervention & Enrichment and Math and Writing Labs (during the school day), STARS Tutoring (before, during, after school), and meeting directly with their teacher.

Academics will always be prioritized at Wissahickon High School. If a student-athlete has a question about his/her grade, he/she should contact their teacher or counselor directly to discuss. The WHS Activities/Athletics Department solely relies on Schoology for current and accurate grades. It is important that parents/caregivers stress the importance of academics to their child, especially the importance of getting off to a strong start each quarter.

<table>
<tr><th colspan="4">WHS Academic Eligibility for Athletics/Activities</th></tr>
<tr><td>Passing All Courses</td><td>Failing One (1) Course</td><td>Failing Two (2) Courses</td><td>Failing Three (3) courses or more</td></tr>
<tr><td rowspan="3">Eligible<br>(can practice and compete)</td><td rowspan="3">Eligible<br>(can practice and compete)</td><td>1st week - Probation, but Eligible to practice/compete</td><td rowspan="3">Ineligible<br>(can't practice or compete)</td></tr>
<tr><td>2nd week - Ineligible for games, Eligible to practice</td></tr>
<tr><td>3rd week - Ineligible, cannot practice or compete</td></tr>
<tr><td colspan="4">*Any student failing one or more courses must attend tutoring through ELT, I&E, or directly with teacher.</td></tr>
</table>

### Initiative-taking Component

To be proactive, support will be provided to any athlete who has a failing grade in one class. We believe that our student-athletes should not be failing courses, and that a student-athlete should utilize school resources to improve their grades. Extra help is available to all student-athletes in the form of the Math/Writing lab, the after-school ELT program and individual help from the student-athlete's teacher.

If a student-athlete is failing one class, they will be required to get extra help using one of the resources listed above for a total of 60 minutes (1 hour) for the week.

If a student-athlete is failing two classes, they need to get extra help using one of the resources listed above for a total of 120 minutes (2 hours) for the week.

If a student-athlete is failing three classes, they will be required to get extra help using one of the resources listed above for a total of 180 minutes (3 hours) for the week.

Notes documenting the required help must be turned into the secretary in the Athletics & Activities Office by noon on Friday of each week. Failure to do so may result in the student-athlete's removal from competition.

## Attendance and Eligibility

To be eligible to participate in any co-curricular activity, a student must be enrolled in a secondary school and in full-time attendance thereafter.

### How Absence Affects Eligibility

A student who has been absent from school during a semester for a total of twenty or more school days shall not be eligible to participate in any athletic activity until they have been in attendance for a total of sixty (60) school days following his twentieth day of absence, except where there is a consecutive illness, injury, quarantine, such absence may be waived from the application of this rule by the PIAA, if a thorough and complete investigation warrants such waiver. Attendance at summer school does not count toward the sixty days required. absence from school for an entire semester, or for several semesters, shall disqualify students for the same period as stated in this section.

### Number of Days of Attendance Necessary to count as a Semester.

Fifteen (15) days or more of enrollment in a semester in any secondary school shall count as one semester of membership. Attendance at summer school does not count as a semester.

### Daily Attendance

All students are expected to be in school at the start of the day. Students late after 8:30am or absent from school will not be allowed to participate in practice or a contest that day. Students who have early morning doctor's appointments should clear them with the attendance office the day before to ensure eligibility.

Any student absents from or leaving school early for illness may not participate that day. Doctor and dentist appointments must be verified by a doctor's or dentist's note upon return or arrival for participation. Parental notes will not be accepted.

Bands, Chorus, and other non-athletic clubs or events are also expected to abide by the 8:30AM rule.

## Student-Athletes in PE Class and Athletics

On any given day, if a student-athlete is unprepared/sick/injured and cannot participate in PE class, then the student-athlete cannot participate in athletics activities that day as well.

## Holiday Schedule

Although students are not required to attend school on school holidays, students are expected to participate in their activities. This may occur due to playoffs, tournaments, and re-scheduling competitions due to inclement weather.

## Late Bus Schedule

On Tuesday and Thursday, the late buses will depart at 4:25PM only. On Monday, Wednesday, and Friday buses will depart at 5:25PM from the Natatorium lobby.

## Conduct and Discipline

Students are representatives of the school 24 hours a day. No group in school receives the publicity that participants in extracurricular activities receive. We expect all students to represent themselves, their families, their activity, and their school favorably always.

Any participant in an activity in violation of the Wissahickon School District Discipline Code during their active season may be dropped from their respective activity. This decision will be determined by the administration.

Suspension – Any participant who is suspended from classes/school (In-School or Out-of-School) is ineligible for participation in activities during the time of suspension and until the student has returned to regular classes.

## Other Requirements

### *Physical Examination Requirements for Athletics*

No student shall be eligible to represent their high school in any interscholastic athletic contest unless they have been examined by a licensed physician of medicine or osteopathy before their first sports season of that academic year. Before each subsequent sports season of the same academic year, the student shall be reexamined or certified by a physician that their condition is satisfactory before they begin to train or practice the intended sport.

Each athlete must complete an Athletic Eligibility Record form and return it to their coach before the start of practices.

### *Insurance*

All members of athletic teams must have either school or home insurance. School insurance can be bought at the beginning of the school year. Students who have home insurance must turn in a waiver form, signed by their parents, to the Athletic Office at the beginning of the season.

### *Equipment*

It is the responsibility of each participant in activities to take care of the equipment issued to them. Any equipment not returned at the end of the activity must be paid for by the student. Failure to return or pay for equipment will result in withholding all awards and permission to participate in another activity.

### Extra-Curricular Programs and Code of Conduct

Students in violation of the district's drug and alcohol policy in school or at a school activity will be subject to discipline pursuant to the WSD discipline code. All such violations will be categorized as Level V infractions and will be subject to the discipline outlined in the WHS Student Code of Conduct. The consequences of our discipline code will be implemented for any drug or alcohol use at school activities during the school year and during the summer. Students will not be able to participate in any extra-curricular activities throughout the duration of their suspension. Any involvement with drugs or alcohol while in-school or at out-of-school events may result in the following actions:

- SAP referral mandatory referral for an Aldersgate Assessment or referral to our Resource Counselor
- Five mandated meetings with the Guidance Counselor to discuss decision-making.
- A meeting/discussion between the parent, student, and administrator
- Loss of senior privilege
- Loss of other WHS privileges

## Food and Drinks

Students are not to carry and/or consume beverages and food in the halls at any time during the day. The vending machines located throughout the building are for your convenience during your lunch periods and before/after school – not for eating or drinking in the classroom. Food or drink consumed in any classroom must only occur in that classroom and will not be carried to the next class. Only a water bottle that is sealed may be brought to school or consumed while on school property. Students are not permitted to place delivery orders for food from an outside vendor during or after school hours. NOTE: If bottled water is needed for health reasons, students are to report to the health Suite for a note granting permission for the water to be permitted in class.

## Hall Traffic

Students are required to carry a student agenda book as their hall pass.

To leave a class or assigned area, the student must be given the permission of the supervising teacher. If permission is given, the teacher will sign the student agenda book which will have the student's name, date, time, and destination.

After permission is given and the student agenda book is signed, students have the responsibility to report directly to their destination. If a student is questioned by a teacher or staff member about his/her presence in the hall or destination, the student must show his/her pass.

After reaching their destination, students must have the student agenda book signed and the time noted by the teacher. Students must return to their original class or area as quickly and quietly as possible.

Students traveling to the library, guidance, administrative office, or any other area must be aware of and respect those classes in session.

During passing time between classes, students must go directly to their classrooms. Standing and loitering between classes causes congestion in the halls especially in the knuckle area (intersection of L, C & D

halls). Students standing and loitering or in the halls after the bell rings will be subject to disciplinary consequences.

Any student, without permission from a staff member, who is in a locker room at times other than their scheduled physical education class, will be subject to disciplinary consequences.

# Health Services

## State-Mandated Immunizations

State required school immunizations are required within the first 5 days of school or your student will not be able to attend school. Any single dose vaccines (Tdap and Meningitis) are required by the first day of school.

To protect our school students from serious and sometimes fatal diseases, the Pennsylvania Department of Health regulations require that all students entering school for the first time must be immunized.

All the required doses of immunizations must be completed and verified by your health care provider prior to the student's entry into school. We ask for your cooperation with your school nurse in the process of providing proper record of any immunization already completed and in securing those that are lacking. The only current exemptions to the regulations for immunizations are medical reasons and religious beliefs with proper documentation from your health care provider submitted to school. Please note that if your student is exempt from immunizations, he/she may be removed from school during a communicable disease outbreak.

## State-Mandated Physical and Dental Exams

The Pennsylvania School Health Law requires all students upon original entry to the district and when entering sixth grade or eleventh grade to have a physical examination.

Dental Examinations are required for all students upon original entry to the district and when entering third grade and seventh grade.

All examinations must be completed within one year prior to the new year for which the examination is required. Families are encouraged to have these examinations performed by the student's own health care provider.

Please visit the Health Services web page to download and print these forms: https://www.wsdweb.org/departments/health-services If necessary, you can also contact your school nurse to secure these forms. The completed forms must be returned to the school nurse by October 15 or no later than two months after your student enters the Wissahickon School District.

## State-Mandated Health Screenings

Each student will have state mandated screening which includes growth (body mass index), and vision. Hearing is tested in kindergarten, grades 1,2,3,7 and 11 and those in special ungraded classes. We will report deficiencies to you in these tests. These reports should be rechecked by your family health care provider and returned to the school nurse when problems are corrected.

## Medical Care in School

Medical care in the schools is limited to first aid for accidents and illness until the parent can be contacted to take the student home or to their personal health care provider or hospital. Emergency information completed by you will give us the information to locate you when needed. It is important to keep this information updated each school year. School nurses are permitted by law to perform only those services written on the Standing Orders of the consulting school physician. Do not expect the school nurse to diagnose or treat illnesses. This is the proper function of your family health care provider.

If it becomes necessary for a student to be dismissed early, it is the responsibility of the parent to sign the student out in the nurse's office before leaving the building and to provide for their transportation. Students should not call home prior to seeing the school nurse.

## Absence Due to Illness

Please encourage your student to practice good health habits that will contribute to growth, development, and well-being. These should include a balanced diet, adequate sleep, regular exercise, and study. When there are signs of illness, your student should stay at home. Students who have a temperature of 100.4° or greater should remain at home. The nurse will contact the parents/caregivers of any student who arrives at school ill.

## Notify the School Nurse

It is important to contact the school nurse for these special circumstances.

- If there are restrictions caused by a recent illness, if there are any continuous restrictions on your student's school activities, or if your student is on daily medication.
- If your student has an allergy to foods, medicines, or insect bites. Provide the school nurse with a written plan completed by your physician with your approval signature outlining the directions to follow in case of an incident.
- As soon as possible if your student has a confirmed communicable disease to protect the safety and well-being of others.
- If your student needs to take medication during the school day, the medication must be brought to the school nurse. Controlled substances must be brought directly to the nurse by a parent/caregiver. All medication must be in its original, properly labeled container with a written prescription by the licensed physician or advanced practice nurse. The prescribing physician/advanced practice nurse must indicate the reason for the medication, dose, time and route, and side effects.

## Epi-Pen Opt Out

The Pennsylvania Public School Code, Section 1414.2 (g) allows parents/caregivers to request an exemption to the administration of an epinephrine auto-injector for their student. To request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

## Homeless Education Act (McKinney-Vento)

Homeless children have the right to a free, appropriate public education (McKinney-Vento Homeless Education Assistance Improvements Act of 2001).

The Homeless Children's Initiative exists to help homeless children with a variety of services. A detailed description of the definition of homelessness and the rights of children and youth experiencing homelessness can be found here. In addition, the McKinney-Vento Act defines an unaccompanied youth as “a homeless child or youth not in the physical custody of a parent or guardian” (42 U.S.C. § 11434a(6)). This definition can be used to describe youth residing with a caregiver who is not a parent or guardian, as well as youth living without the care of an adult. More information about the rights of unaccompanied youth can be found here.

If you are experiencing housing instability with school or preschool children or are unaccompanied youth, please contact your school counselor or the District Liaison, who can provide support and assistance.

**Kevin Witchey: Wissahickon School District Homeless Liaison**
kwitchey@wsdweb.org

**Michelle Connor: Regional Homeless Coordinator**
1-215-348-2940 ext. 1361
mconnor@bucksiu.org

**Additional Links/Resources:**
The Department of Education Basic Education Circular - Education of Homeless Youth (Reviewed 2016)
Wissahickon School Policy 251- Students Experiencing Homelessness (5/1/2023)
Your Way Home - Montgomery County PA
Mattie Dixon Community Cupboard
150 N. Main St., PO Box 367
Ambler, PA 19002
Phone: 215-628-3002
Send Email: info@community-cupboard.org
Foodfinder.us - a nonprofit website and app (for iOS or Android) that offers the location and contact information of more than 40,000 food pantries and similar food programs across the country.

## Homework

Homework, like any other planned learning activity, should be purposeful and responsive to the needs of the student. Consideration on the part of the teacher is given to the content, the task, the timeframe, the developmental stage of the learner, and of course, the readiness of the student to successfully accomplish the task independently. Consideration is given to “homework free” times that coincide with holidays, vacations, testing times, and special school events. No homework shall be assigned (without advance notice) nor assessments given on the day immediately following a religious holiday.

## Make-Up Work

When students are legally absent from school, assignments and tests that are missed during the period of absence are to be made up as soon as possible upon the student’s return to school. The guiding principle for make-up work is two days for every one day of absence. It is the student’s responsibility to arrange the schedule with each of their teachers. Failure to do so may result in losing credit for the work. A student will not be given an opportunity to complete work missed because of truancy and

illegal/unexcused absences from class. This includes class cuts.

In the event the report period ends before the work is completed, an “I” (meaning “incomplete”) will be recorded on the report card. Incompletes must be made up within two weeks after the date of report card distribution. Otherwise, zeros will be recorded for the work that was missed. For cases of prolonged illness, the period of make-up work may be extended by the classroom teacher when requested by the student. In cases of prolonged illness, work may be provided by the classroom teacher for the student to do at home during the absence. Parents should contact the appropriate guidance counselor and allow three days to process the request.

Requirements and procedures for Physical Education will be distributed to each student at the beginning of the school year. Included in the document for students and parents will be procedures and requirements for make-up of PE classes missed due to excused absence.

## Inclement Weather or Other Emergency Notifications

In the event of inclement weather or a school emergency that results in early dismissal, late arrival of students or the closing of schools, the district notifies the community via:

- Parent Square phone call, text message and email *(For families with students who currently attend Wissahickon schools only)*
- WSD Facebook, Twitter and Instagram
- Pop-up message on the district homepage
- TV Stations 3, 6, 10 and 29
- KYW NewsRadio - School Closing Number 314

*Please note schools are open unless otherwise notified via the methods above. Periodically, review your contact information (phone and email) listed in Infinite Campus as this information is used for Parent Square - our school notification system.

### Calling the School's Main Office During Emergency Conditions

It is extremely important that telephone lines to the school office be kept open for emergency use only. Students and parents/caregivers are asked not to call the school office in times of emergency conditions.

## Lockers

Each student has an individual hall locker assigned for the school year for personal belongings and school materials. It is each student's responsibility to keep the locker clean and in good order. To help guard against loss of material, do not give your combination to any other student and keep your locker locked. Students may not share lockers. Students may not display materials on or in lockers without prior administrative approval. Students are encouraged to use lockers before school, before lunch and after school. Students involved in after-school activities are to get any materials needed for home that night, immediately after school. Students are not permitted in the corridor to go to lockers after activities.

Any problems you have with your locker should be reported to the Scheduling office. Lockers are school property and are subject to inspection by the school administration, at any time and for any reason.

## MySchoolBucks

MySchoolBucks is an online payment service that provides parents the ability to pay for school fees, student purchases and more. WHS uses MySchoolBucks to help collect money (in addition to continuing to collect cash and check payments) for various events throughout the school year.

If you are already using MySchoolBucks to pay for school meals, your account is already set-up and ready to go. If you need a new account, please follow the steps below:

- Go to www.MySchoolBucks.com and register for a free account.
- Add your students using their school's name and student ID.
- Make purchases with your credit/debit card or electronic check. *
- *A program fee may apply. You will have the opportunity to review any fees and cancel if you choose before you are charged.

# Obligations

Obligations include money owed for textbooks, library books, and other school materials, sports equipment not returned, and other individual student responsibilities which have not been completed, such as submission of the emergency form or required Eleventh grade physical exam. Inability to meet obligations must be discussed with the appropriate Assistant Principal.

Failure to fulfill obligations will result in denial of participation in school activities, field trips, Summer School, and Commencement.

# Parent and Community Involvement

The Wissahickon School District recognizes the importance and value of interest and involvement by citizens of the school community in the programs of the district. Many residents have readily volunteered their services in assisting with programs and projects that have helped to enrich the educational experience of our students. As opportunities arise, principals will use their discretion to utilize volunteers. To ensure the safety of our students and staff and to comply with Public School Code, all volunteers must comply with the district policies and procedures, including required disclosure forms, clearances, and training.

## Home and School Associations

Each school has an active and supportive Home and School Association (H&SA). The H&SAs coordinate school and classroom activities and events and provide funding for school programs (i.e., activities, events, and assemblies). Families are encouraged to become members of their school's H&SA. As members, families may participate in monthly meetings and volunteer in the school.

## School Volunteers

Wissahickon School District values the contributions that volunteers make to the educational programs of our schools and encourages parents and community members to volunteer.

Families and community members who are interested in volunteering in our schools are invited to review the procedures and requirements as outlined below. For the safety of our students and staff, all people who are interested in volunteering in our schools are required to comply with these volunteer eligibility procedures in accordance with applicable state and federal laws. Volunteers who do not comply with these requirements are not eligible to volunteer.

As always, thank you for your contribution of time, talent, resources, and support. We appreciate your willingness to volunteer in our schools and hope you know how much your efforts mean to our staff and students! For specific questions, please contact the main office of your student's school. Click here for more information about the volunteer procedures in the Wissahickon School District: https://www.wsdweb.org/parent-hub/volunteers

Step #1: Complete and submit the required documentation. All volunteer documentation is submitted to the main office of your student's school. Any costs associated with procuring these clearances are the responsibility of the volunteer.

- WSD Volunteer Disclosure Statement *(required for new and returning volunteers, annually)*
- Act 34 State Police Clearance *(required for new volunteers; must be renewed every five (5) years)*

  - Complete this clearance online and download/print your results immediately. Please save the Control Number provided.
- Act 151 Child Abuse Clearance *(required for new volunteers; must be renewed every five (5) years)*
  - Complete this clearance online and download/print your results immediately. You may also receive your results by mail within 14 days.
- Act 114 FBI Fingerprints *(required for new volunteers; must be renewed every five (5) years)*

  Note: if the person has resided in Pennsylvania for ten (10) consecutive years prior to the date listed on the Volunteer Disclosure Statement, then the person does not need to submit the Act 114 FBI Fingerprints clearance. There is a check box at the end of the Volunteer Disclosure Statement to indicate residency.

  - Enter your service code (1KG6Y3 for Volunteering)
  - Complete registration process
  - Select a location & appointment time.
  - Print the pre-enrollment form to take to your appointment.
- Tuberculosis (TB) Test *(required for volunteers with direct contact with students for 10 or more hours per week)*
  - A physician of the volunteer's choice shall perform the tuberculin test. The volunteer shall provide the school with a report/physicians' note showing that the test was administered. Testing must occur before serving as a school volunteer and within three (3) months of submitting volunteer documentation to the school.
-

Step #2 - New Volunteers Only: Once the volunteer documents are received and reviewed by the district, the volunteer will receive an email with instructions and information to complete the required online training through the Global Compliance Network (GCN). This email will contain step-by-step instructions, username information, and a direct link to complete the training. The volunteers will need 20-30 minutes to complete this online training.

## School Visitors

All visitors must enter the building through the main entrance and proceed directly to the office; visitors will sign in, show identification, and receive a visitor's pass. This pass must always be worn in a prominent place while in the building. At the end of the visit, please return to the office, sign out and return the pass. At no time are parents or visitors to enter the school building and go directly to their student's classroom or any other area of the building. We value the health, safety, and welfare of our students. Therefore, to protect our students, all staff members will be required to ask anyone they see in the building for the visitor's badge. Staff members will respectfully direct any person without a badge to the office.

Parental interest in the educational process is the lifeline of school performance. Occasionally, a parent or caregiver may request the opportunity to visit the classroom. These visits must be arranged in advance with your student's teacher and school principal.

In addition, it should be understood after the first bell at 7:37, that no visitors may interrupt the instructional process by taking a teacher's attention away from the students while classes are in session. Security of the building and the safety of our students are our top priority.

- Visitors shall sign the visitor log located in the main office area and receive a visitor's badge which must always be worn in a visible location while the visitor is present in a District building. Wissahickon requires all visitors to provide a photo ID (e.g., driver's license) for entrance into the building.
- Visitors should turn off all cell phones while inside the building.
- Infants and young students are not allowed into the classroom during a visit as this can be disruptive to the learning process.
- Visitors should enter the classroom quietly and take a seat as suggested by the teacher.
- Visitors should not attempt to communicate with the teacher or the students during instructional time. It is important that classroom activities continue as planned by the teacher.
- Visitors should not view student work such as journals, logs, folders, etc. unless the work is authored by their own student. This is to protect the confidentiality of all students in the classroom. Visitors shall report to the Main Office area and sign out on the visitor's log before leaving the district building.

# Personal Items

The school accepts no responsibility and cannot guarantee against loss of such items due to theft or carelessness. Students are advised neither to bring unnecessary personal items to school nor to carry large amounts of cash. Students are responsible for securing any personal items they bring to school in their assigned locker. Students are also responsible for securing their personal items in the gym locker rooms. If an item of value is lost or stolen, you should immediately report it to the supervising teacher, security officer, and/or Assistant Principal. Book bags and/or backpacks are the responsibility of the student and are subject to be inspected by the high school administration.

## Personal Electronic Devices

Students will be required to put their cell phone in a phone hotel upon entering the classroom. Cell phones, and audio, gaming, and recording devices are allowed during school hours, but only during study hall, lunches, and in the hallway during a passing period. The use of the electronic device should not be disruptive to other students or staff. None of these devices should be used in classrooms without express consent from the classroom teacher as part of instruction.

Students should not text students that are in class nor should they call/text home about leaving school without first seeing the nurse or the Attendance Office.

Headphones of any type must be put away immediately upon entering the class. Students should not be listening to music, texting, or making phone calls as they enter the classroom.

Using cell phones and other electronic devices to take pictures, create audio, or video recordings is prohibited in school, as regulations under the Family Education Rights and Privacy Act (FERPA) prohibit the recording and use of information including photographs and videos without Parent/Caregiver consent.

The school will not be responsible for the damage, loss, or theft of any personal electronic equipment.

### Lost and Found

Lost articles that are found should be turned in to the Lost and Found in the Main Office. Loss of articles should be reported to administration, security, or a teacher if the item is related to a specific class.

## Pledge of Allegiance

The Pledge of Allegiance is recited each day in homeroom. Although students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag based on personal belief or religious convictions, the rights and interests of students who wish to participate shall be respected.

## School Dances

All dances held at Wissahickon High School will begin at 7:30 p.m. and end at 10:00 p.m. (except semi-formal & Jr./Sr. Prom). Ninth grade students are not permitted to attend the Jr./Sr. Prom. All students must complete a Dance Contract prior to purchasing tickets. All students must arrive at the dance prior to 8:00 p.m. (Jr./Sr. Prom by 9:00 p.m.). Students arriving after this time will not be permitted to attend the dance.

- For all school dances, tickets will be sold in advance.
- Tickets will NOT be sold at the door.
- Students must present their ticket and proper ID to gain entrance into the dance.
- All school rules apply to all dances including those involving appropriate dress.
- Chaperones have the right to search any handbags, book bags, or large parcels.
- Students are encouraged not to bring these items to a dance.
- Any bags brought to a dance will be searched upon entry and made unavailable until the conclusion of the dance.
- School authorities maintain the right to prohibit music that is not consistent with the mission of the district.
- Inappropriate or suggestive dancing or behavior will not be tolerated.
- Individuals who do not conform will be removed from the dance (w/o refund), parents will be notified, and the student will be unable to attend any other dance for the remainder of the school year.
- Additional disciplinary consequences may also be imposed.
- Students may not leave Wissahickon High School sponsored dances early without administrative approval. Students are not permitted to leave the dance and return.
- Wissahickon High School is not responsible for articles lost or stolen at a dance. Personal items of significant value should not be brought to the dance.
- If there is reasonable suspicion that a student or guest of a student is under the influence of alcohol, the student may be required to take a breathalyzer test to determine if the suspicion is accurate. Police administer the breathalyzer.
- We trust that the expectations as outlined above will be successfully met by the students. However, in the event the group behaviors at a dance are deemed inappropriate, the administration reserves the right to end the dance and send students home without a refund.

- Students with excessive absences (including class cuts) or lateness to school or students who have documented behavioral concerns will not be permitted to attend school dances (including Junior/Senior Prom).

### Drugs and Alcohol

The use, possession, transportation, or distribution of any narcotic or controlled substance (drug) or alcoholic intoxicants (alcohol) on school property, or in connection with a school sponsored activity at which students are present, are prohibited (WSD Policy #227).

When a chaperone or security officer suspects a student to be in violation of Policy #227, it will be reported to the administrator or dance supervisor immediately.

If the student is found not to be in violation of Policy #227, that student will be returned to the dance.

If the student is found to be in violation of the drug and alcohol policy, he or she will be treated under the guidelines of Policy #227. A parent/caregiver may be called to come to the dance to escort their child home. Police may be contacted at the discretion of the administrator.

Students who have been questioned by school authorities and maintain they are not in violation of the policy but are still under suspicion, will be turned over to the Lower Gwynedd Police for further investigation and appropriate action. Students found by the police not to be in violation of drug and/or alcohol use will be returned to the dance. A student found to be "under the influence" of drugs and/or alcohol will be treated by Policy #227 as well as face appropriate legal action.

Non-Wissahickon students suspected of drug and alcohol violations will be turned over to the Lower Gwynedd Police in accordance with Policy #227.

### Guests

No guests will be permitted to attend all-school fall/spring dances. Guests will only be permitted to attend the semi-formal and prom. Each WHS student may sponsor one guest. Each student will need to complete the guest portion of the dance contract and include the name of the school the guest attends.

## School Safety Team

Please review our dedicated webpage related to safety in our schools: https://www.wsdweb.org/about-wsd/school-safety

Safety Specialists and the School Police Officer are responsible for maintaining a visible presence throughout the school building and proactively monitoring designated areas during the school day. Their responsibilities include supervising locations identified as having limited visibility or increased student traffic, helping to ensure a safe, orderly, and supportive learning environment. Their consistent presence serves as both a deterrent to inappropriate behavior and a key component of the school's overall safety and security efforts. Through positive interactions, relationship-building, and active supervision, Safety Specialists and the School Police Officer help reinforce the expectations of being PROUD at WHS while supporting students in making positive choices throughout the school day.

## School Police Officer (SPO)

- Ensure appropriate coverage of all assigned Areas of Responsibility through coordinated supervision and monitoring throughout the school day.
- Maintain responsibility for the overall safety and security of the building, with particular attention to student movement, supervision, and emerging concerns during the instructional day.
- Collect and review daily reports from Safety Specialists to identify trends, communicate updates, and coordinate appropriate responses.
- Communicate safety needs, concerns, and relevant information to the Assistant Principal and Director of Security in a timely manner to support effective decision-making and follow-up.
- Coordinate building-wide safety efforts by collaborating with administrators, Safety Specialists, staff, and district personnel to promote a safe, orderly, and supportive school environment.

## Safety Specialists

- Build positive, constructive relationships with students and staff that foster trust, increase engagement, and serve as a preventative measure in addressing potential behavioral, attendance, or safety concerns before they escalate.
- Maintain a highly visible presence within assigned Areas of Responsibility to promote safety, security, and positive student behavior throughout the school day.
- Perform assigned duties and responsibilities, including proactive walkthroughs, safety checks, student supervision, and student support as needed.
- Communicate relevant information, observations, and concerns to the School Police Officer and Assistant Principal in a timely manner to support coordinated responses and decision-making.
- Participate in team meetings and safety coordination efforts to ensure alignment, communication, and consistency in practices and procedures.

## Safe2Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it is easy and confidential to report safety

concerns to help prevent violence and tragedies. For more information, visit https://www.wsdweb.org/about-wsd/school-safety/safe2say-something

Here is how it works:

- Submit an anonymous tip report through the Safe2SaySomething system.
- Crisis center reviews, assesses, and processes all submissions.
- Crisis center sends all submissions to school administration and/or law enforcement for intervention.
- If needed, crisis centers may contact tipsters anonymously through the app.

# School Schedules

## School Start and End Times

- The school day for students begins at 7:37 a.m. and ends at 2:35 p.m.
- Homeroom Office Hours will run during the 1st Marking Period, Bonus Block will run during the 2nd, 3rd, and 4th Marking Period.
- Homeroom Office Hours will run on the first Day 5 and Day 6 during the 3rd and 4th Marking Period.

## Standard Bell Schedule

**WISSAHICKON STANDARD BELL SCHEDULE**

**DAYS 1 - 4**

**Building Access:** 7:30 AM
**Warning Bell:** 7:36 AM

| | | |
|---|---|---|
| **We Have Space (6 min) 7:37-7:43** | | |
| **Session 1 (56 min) 7:43-8:39** | | |
| **Homeroom (12 min) 8:43-8:55** | | |
| **Session 2 (56 min) 8:59-9:55** | | |
| **Session 3 (56 min) 9:59-10:55** | | |
| **A-Early-Lunch (30 min) 10:59-11:29** | **Session 5 (56 min) 10:59-11:55** | **Session 5 (56 min) 10:59-11:55** |
| **Session 5 (56 min) 11:33-12:29** | **B-Mid-Lunch (30 min) 11:59-12:29** | **Session 6 (56 min) 11:59-12:55** |
| **Session 6 (56 min) 12:33-1:29** | **Session 6 (56 min) 12:33-1:29** | **C-Late-Lunch (30 min) 12:59-1:29** |
| **Session 7 (56 min) 1:33-2:29** | | |
| **We Have Space (6 min) 2:29-2:35** | | |

**DAYS 5 & 6**

**Building Access:** 7:30 AM
**Warning Bell:** 7:36 AM

| | | |
|---|---|---|
| **We Have Space (6 min) 7:37-7:43** | | |
| **Session 1/HMRM (78 min) 7:43-9:01** | | |
| **Session 2 (78 min) 9:05-10:23** | | |
| **Session 3 - HMRM Office Hours (44 min) 10:27-11:11** | | |
| **A-Early-Lunch (30 min) 11:15-11:45** | **Session 5/6 (37 min) 11:15-11:52** | **Session 5/6 (78 min) 11:15-12:33** |
| **Session 5/6 (78 min) 11:49-1:07** | **B-Mid-Lunch (30 min) 11:56-12:26** | |
| | **Session 5/6 (37 min) 12:30-1:07** | **C-Late-Lunch (30 min) 12:37-1:07** |
| **Session 7 (78 min) 1:11-2:29** | | |
| **We Have Space (6 min) 2:29-2:35** | | |

## Bonus Block Schedule

### DAYS 1 - 4

**Building Access:** 7:30 AM
**Warning Bell:** 7:36 AM

| | | |
|---|---|---|
| We Have Space (6 min) 7:37-7:43 | | |
| Session 1 (56 min) 7:43-8:39 | | |
| Homeroom (12 min) 8:43-8:55 | | |
| Session 2 (56 min) 8:59-9:55 | | |
| Session 3 (56 min) 9:59-10:55 | | |
| A-Early-Lunch (30 min) 10:59-11:29 | Session 5 (56 min) 10:59-11:55 | Session 5 (56 min) 10:59-11:55 |
| Session 5 (56 min) 11:33-12:29 | B-Mid-Lunch (30 min) 11:59-12:29 | Session 6 (56 min) 11:59-12:55 |
| Session 6 (56 min) 12:33-1:29 | Session 6 (56 min) 12:33-1:29 | C-Late-Lunch (30 min) 12:59-1:29 |
| Session 7 (56 min) 1:33-2:29 | | |
| We Have Space (6 min) 2:29-2:35 | | |

### DAYS 5 & 6

**Building Access:** 7:30 AM

| | | |
|---|---|---|
| Wiss BONUS BLOCK (44 min) 7:37-8:21 | | |
| Warning Bell: 8:18 AM<br>Warning Bell: 8:24 AM | | |
| We Have Space (6 min) 8:25-8:31 | | |
| Session 1/HMRM (78 min) 8:31-9:49 | | |
| Session 2 (78 min) 9:53-11:11 | | |
| A-Early-Lunch (30 min) 11:15-11:45 | Session 5/6 (37 min) 11:15-11:52 | Session 5/6 (78 min) 11:15-12:33 |
| Session 5/6 (78 min) 11:49-1:07 | B-Mid-Lunch (30 min) 11:56-12:26 | |
| | Session 5/6 (37 min) 12:30-1:07 | C-Late-Lunch (30 min) 12:37-1:07 |
| Session 7 (78 min) 1:11-2:29 | | |
| We Have Space (6 min) 2:29-2:35 | | |

## Half Day Bell Schedules

### Schedule A

Building Access: 7:30 AM

Warning Bell: 7:36 AM

| |
|---|
| We Have Space 7:37-7:43 (6 min) |
| Course 1 (Day 1 Session 1) 7:43-8:02 (19 min) |
| Homeroom 8:06-8:18 (12 min) |

| |
|---|
| Course 2 (Day 1 Session 2)<br>8:22-8:41 (19 min) |
| Course 3 (Day 1 Session 3)<br>8:45-9:04 (19 min) |
| Course 4 (Day 2 Session 3)<br>9:08-9:27 (19 min) |
| Course 5 (Day 1 Session 5)<br>9:31-9:50 (19 min) |
| Course 6 (Day 1 Session 6)<br>9:54-10:13 (19 min) |
| Course 7 (Day 1 Session 7)<br>10:17-10:36 (19 min) |
| Course 8 (Day 2 Session 7)<br>10:40-10:59 (19 min) |
| We Have Space<br>10:59-11:05 (6 min) |

## Schedule B

Building Access: 7:30 AM

Warning Bell: 7:36 AM

| |
|---|
| We Have Space<br>7:37-7:43 (6 min) |
| Course 1 - Session 1, Day 5<br>7:43-8:29 (46 min) |
| Course 3 - Session 2, Day 5<br>8:33-9:19 (46 min) |
| Course 5 - Session 5/6, Day 5<br>9:23-10:09 (46 min) |
| Course 7 - Session 7, Day 5<br>10:13-10:59 (46 min) |
| We Have Space<br>10:59-11:05 (6 min) |

## Schedule C

Building Access: 7:30 AM

Warning Bell: 7:36 AM

| |
|---|
| We Have Space<br>7:37-7:43 (6 min) |
| Course 2 - Session 1, Day 6<br>7:43-8:29 (46 min) |
| Course 4 - Session 2, Day 6<br>8:33-9:19 (46 min) |
| Course 6 - Session 5/6, Day 6<br>9:23-10:09 (46 min) |
| Course 8 - Session 7, Day 6<br>10:13-10:59 (46 min) |

| | | |
|---|---|---|
| | We Have Space<br>10:59-11:05 (6 min) | |

## One Hour Delayed Opening

Building Access: 8:30 AM

Warning Bell: 8:36 AM

| | | |
|---|---|---|
| | We Have Space<br>8:37-8:43 (6 min) | |
| Session 1 (44 min)<br>8:43-9:27 | | |
| Homeroom<br>9:31-9:43 (12 min) | | |
| Session 2<br>9:47-10:31 (44 min) | | |
| Session 3<br>10:35-11:19 (44 min) | | |
| A-Early Lunch<br>11:23-11:53<br>(30 min) | Session 5<br>11:23-12:13<br>(50 min) | Session 5<br>11:23-12:13<br>(50 min) |
| Session 5<br>11:57-12:47<br>(50 min) | B-Mid Lunch<br>12:17-12:47<br>(30 min) | Session 6<br>12:17-1:07<br>(50 min) |
| Session 6<br>12:51-1:41<br>(50 min) | Session 6<br>12:51-1:41<br>(50 min) | C-Late Lunch<br>1:11-1:41<br>(30 min) |
| Session 7<br>1:45-2:29 (44 min) | | |
| | We Have Space<br>2:29-2:35 (6 min) | |

## Two Hour Delayed Opening

Building Access: 9:30 AM

Warning Bell: 9:36 AM

| | | |
|---|---|---|
| We Have Space 9:37-9:43 (6 min) | | |
| Session 1 (32 min) 9:43-10:15 | | |
| Homeroom 10:19-10:31 (12 min) | | |
| Session 3 10:35-11:07 (32 min) | | |
| A-Early Lunch 11:11-11:41 (30 min) | Session 5 11:11-11:55 (44 min) | Session 5 11:11-11:55 (44 min) |
| Session 5 11:45-12:29 (44 min) | B-Mid Lunch 11:59-12:29 (30 min) | Session 6 11:59-12:43 (44 min) |
| Session 6 12:33-1:17 (44 min) | Session 6 12:33-1:17 (44 min) | C-Late Lunch 12:47-1:17 (30 min) |
| Session 2 1:21-1:53 (32 min) | | |
| Session 7 1:57-2:29 (32 min) | | |
| We Have Space 2:29-2:35 (6 min) | | |

## Senior Privilege

Twelfth grade students who have a scheduled study hall during first session or Seventh session of either semester may be approved for "Senior Privilege" allowing them to arrive to school late or be dismissed from school early. Paperwork is available in the Administrative Suite and students deemed eligible will be given a Senior Privilege Card. Students must reapply for Senior Privilege each semester.

## Student Accident Insurance

School Accident Insurance is made available to all students on a voluntary basis. All students will receive letters to take home to parents/caregivers explaining the school's responsibilities in case of student accidents. Students who are candidates for athletic teams will be given forms to be completed by their parents. Claim forms for accidents and injuries may be obtained from the nurse and are to be returned to the insurance company by parents/caregivers.

## Student Behavior

Self-discipline and the acceptance of individual responsibility are stressed throughout school life. A fair, consistent discipline policy is an integral part of our sound educational program. A major goal of the school program is to maintain the best possible environment for learning. To reach this goal it is important that all members of our school family respect the basic rights of others. All students are to attend school free of physical or verbal abuse and to feel secure with their own property. Click here to review the Code of Student Conduct: https://www.wsdweb.org/parent-hub/code-of-student-conduct

## Student Presence After School

Students remaining after school must be involved in a school activity and under the direct supervision of a staff member. Under no circumstances are students to loiter in the building when the school activity is completed. When the school activity is completed, students are to report to the Natatorium Lobby and await arrival of the activity buses.

## Student Records

All official student records (roll books, progress reports, cumulative folders, test data sheets, concert programs, etc.) must list students by their legal names only. This means the name that appears on the birth certificate or other legal document. At no time is it permissible for any school authority to use any other name on official student records, for example, a nickname or a surname of a stepparent where the student's name has not been legally changed.

### Change of Student Information

Parents/caregivers are responsible for reporting to the school office any change of address, telephone number or other pertinent information that may occur during the school year. As soon as such a change occurs, the school should be notified. We must have current information to notify you should an emergency occur.

### Student Identification

Once student photo IDs are issued after Picture Day in the fall, all students must carry their ID card. IDs are issued in the fall only and cannot be replaced.

### Students of Divorced Parents/Caregivers with Custody Decree

At registration time, the parent/caregiver must present the custody document to the school principal. The school district will follow the terms of the custody decree specifically. A copy of the document will be maintained in the student's school file. It is the parent(s)'s responsibility to ensure that the custody agreement language is clear so that the administrator can understand the expectation.

### Students of Single, Separated or Divorced Parents/Caregivers with No Custody Decree

Both parents/caregivers will be allowed equal access to the student and all data pertaining to them: educational and health records, the right to attend parent/caregiver conferences and school activities. The parent/caregiver with whom the student is living will routinely receive all communications regarding their student. The nonresident parent/caregiver may request in writing the same information. This request should be addressed to the building principal. The district will make reasonable efforts to comply with such requests.

Parents/caregivers will be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions, or other serious disciplinary matters. Therefore, it will be the parents'/caregivers' responsibility to keep the school information of their current addresses and phone numbers.

The parent/caregiver the student lives with will be notified of serious accidents. If this parent/caregiver is not available, the person(s) listed in the student information system will be contacted based on the listed emergency priority. The nonresident parent/caregiver may request in writing that he/she be notified of a serious accident. The district will make reasonable efforts to comply with such requests.

## Student Services

The Wissahickon School District has an extensive array of regular and special education programs and services that provide the opportunity for all students to achieve the ultimate benefit from their educational experience, including:

- Social Work Services
- Psychological Services
- Clinical Support Counseling
- Speech and language, occupational, physical, vision and hearing therapies, as well as assistive devices, provided to eligible students.
- Services for students receiving support through a Section 504 Service Agreement
- Services for students receiving support through specially designed instruction via an Individualized Education Program (IEP)
- Services for students receiving support through a Gifted Individualized Education Plan (GIEP)

### Child Study Team (CST)

The Wissahickon Student Assistance Program is an intervention program established within the Wissahickon School District. The members are selected school personnel who have been trained to identify and refer "high risk" students who may be involved with alcohol and other drugs to appropriate local agencies for assessment and rehabilitation programs. The team works closely with the grade level administrators who oversee disciplinary matters and the appropriate guidance counselors. The team also

provides faculty in-servicing and parental and community agency involvement. The concept and function of the program are like Employee Assistance Programs in business and industry. The core membership consists of a school nurse, guidance counselors, and high school teachers. At present, teams are functioning at high school and middle school. A school administrator meets regularly with each team.

### School Counselors

- Antoinette Perrotta A-Di (Class of ’28-30) ,A-Dd (Class of ’27)
- Cailin Diebolt EL, Dj-J (Class of ’30), Dj-H (Class of ’28-’29), De-H (Class of ’27)
- Marissa Shapiro I-Mc (Class of ’27-’29), K-Mc (Class of ’30)
- Vince Yasenchak Md-Sb (All grades)
- Felicia Glover Sc-Z (All grades)
- Brooke Stoudt College & Career Counselor
- Melissa Schiff Resource/ AO1/PACE
- Cristina Collozo School Psychologist

## Substitute Teachers

From time to time, it becomes necessary for a teacher to be absent from school because of illness or for personal reasons. When this occurs, a substitute teacher is called upon to come into our school to continue the program as outlined by the absent teacher. The substitute teachers who are called into our school are well qualified and experienced in their field. With your complete cooperation in class, a substitute teacher may continue the regular instructional program. If you are sent out of the class by any substitute for not cooperating (e.g., class disruption, rudeness, or defiance), school discipline will be enforced.

## Technology Resources

### Artificial Intelligence (AI) and Language Learning Models

Wissahickon High School values Artificial Intelligence (AI)and other Language Learning Models as powerful educational tools. Through these technologies, Trojans can develop skills in AI interaction and enhance critical thinking. They can utilize AI to compose essays, create structured outlines, and learn to critically assess online information.

Adapting to this evolving educational approach will require time, but our teachers are dedicated to guiding students through this transition. We aim to prepare students for a future where AI technologies are prevalent, ensuring they understand how to leverage their strengths and navigate their limitations. It's important to note that submitting AI-generated work without proper citation can lead to academic penalties for plagiarism. At Wissahickon High School, we emphasize integrity in academic practices, teaching Trojans to responsibly use AI tools and uphold ethical standards in their academic pursuits.

### Email for Students

Students at Wissahickon have access to WSD district-provided email with the ability to email to and from anyone else with and @wsdweb.org email address. Emails to and from other email addresses are not

permitted. Student email addresses follow this format: username@wsdweb.org (ex: 22dkrause@wsdweb.org).

Remember that this email is to be used for communication for school purposes only and that any abuse of this could result in consequences in accordance with the Code of Student Conduct.

## Acceptable Use of Student Electronic Resources

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, acceptable rules on network etiquette, and federal and state laws. The term "network" in the following statements pertains to any technological devices owned and maintained by the school district. Specifically, the following activities are prohibited. Students will follow all rules listed in WSD Board Policy #815 Acceptable Use of District Information and Telecommunication Resources. Also included with these prohibited activities is the discipline action that will be taken, according to the should there be a violation of the Acceptable Use Policy for Technology.

## Infinite Campus

All parents/caregivers are asked to set up their Infinite Campus Parent Portal account. Your family's contact information in Infinite Campus is used to communicate urgent notifications such as weather delays, closings, or emergencies. It is essential for parents/caregivers to maintain current contact information including preferred email and phone numbers. Infinite Campus is the district's web-based student information portal that contains family contact information and includes various student information including:

- attendance and discipline
- report cards.
- health information
- teacher assignments and class schedule
- other school activities (middle and high school)

## Schoology

All teachers in grades 6-12 use Schoology (pronounced /skoo-luh-jee/) - an online tool that serves as a one-stop shop for course information, assignments, grades, and other learning related information. Teachers also use it to post updates to their class and school administration posts important notifications such as upcoming events.

Parents can register for a Schoology account that is linked with their children's accounts. One username and password within Schoology grants access to your child(ren)'s teachers, courses, schoolwork, and grades.

## Help Desk

To provide a high level of service, the district has given students access to an online help desk system. They can enter a ticket describing the problem they are experiencing, and the technology department will contact the student directly with troubleshooting information. If the problem is severe, the tech department will suggest a time for the student to report to the tech office. This process limits the amount of class time missed due to waiting in line at the tech office.

# Transgender and Gender Expansive Students

To create a safe and inclusive learning environment for all students, the Wissahickon School District has adopted Board Policy #261, Transgender and Gender Expansive Students.

# Transportation

## Bus Transportation

The bus driver oversees the bus and represents the School District. All students are under the full authority of the school while on the bus and at the school bus stop. Therefore, all school regulations are in force during all bus trips. The Code of Student Conduct is always in force and complements the regulations and penalties indicated below. Riding a school bus is a privilege and, if necessary, the privilege can be revoked. Students must:

- Stand back from the curb and off the street, away from traffic.
- Ride on assigned bus only.
- Remain in their seats until destination has been reached and the bus is stopped (changing seats is not permitted).
- Sit in assigned seats if the driver or principal finds such procedure necessary.
- Avoid all unnecessary conversations with the driver.
- Talk only in low conversational voice with seat partner (loud talking or calling to persons in other portions of the bus is forbidden).
- Always keep the bus clean and free from litter.
- Keep hands, head, and feet inside the bus always.
- Leave the bus at assigned stop only.
- Walk only on the left side of the road, facing traffic.
- Obey and respect the orders of the bus driver.
- Respect the private property of others (playing games is not permitted at the bus stop).
- Not consume food or beverages while on the bus.
- Refrain from throwing anything on the bus or out the bus window.
- Always use civil language (obscene and vulgar talk is absolutely forbidden).
- Not possess tobacco products, vapor products, lighters or matches on the bus.
- Refrain from marring the bus in any way (any person willfully damaging a bus will be held responsible for the vandalism).
- School discipline will be enforced for improper bus behavior.

# Title IX & Non-Discrimination Information

The Wissahickon School District affirms that no person shall, on the basis of sex, disability, race, color, age, creed, religion, sexual orientation, gender identity, national origin, ancestry, veteran's status or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection, therefore, whether full-time or part-time, under any educational program or activity operated by the district. The district shall make reasonable accommodations for qualified individuals with disabilities upon request.

Anti-Harassment/Anti-Retaliation Statement: The district does not tolerate sexual harassment. Any individual who believes they have been subjected to sexual harassment is strongly encouraged to make a report which will be promptly and thoroughly investigated. Retaliation against individuals who file complaints about sexual harassment, or participate in the investigation of such complaints, is prohibited.

Students or staff found to have engaged in sexual harassment or retaliation will be promptly disciplined, and such discipline may include, if circumstances warrant, suspension, expulsion and/or termination. Students, parents, and staff are encouraged to work together to prevent sexual harassment.

Notice of Non-Discrimination: Pursuant to Title IX of the Education Amendment Act of 1972, the district does not discriminate based on sex in the education programs or activities that it operates. This requirement not to discriminate in the district's education programs and activities extends to employment with and admission to the district.

Designated Title IX Coordinator: In compliance with Title IX of the Education Amendment Act of 1972, the district has a designated Title IX Coordinator who should be contacted regarding any inquiries as to the application of Title IX or filing a harassment complaint.

Please contact Keziah La Torre, Director of Equity and Cultural Responsiveness, Title IX Coordinator/Compliance Officer by phone (215) 619-8000 ext. 1120.