

WHITEHALL HIGH SCHOOL



STUDENT HANDBOOK 2022-2023

WHITEHALL HIGH SCHOOL

3800 Mechanicsville Road

Whitehall, PA 18052

610-437-5081

Fax 610-820-7520

www.whitehallcoplay.org

Twitter - [@WCSDWHS](https://twitter.com/WCSDWHS)

High School Administration

Dr. Peter J. Mayes – Principal

Heather E. Hampton – Assistant Principal

Dr. Alicia A. Knauff – Assistant Principal (A - Mi)

Michael G. Rile - Assistant Principal (Mj - Z)

Robert F. Hartman, Jr. – Athletic Director

High School Counselors

Nicole Seng – A to C

Amy S. Shoup – D to He

Meredith D. McLaughlin– Hi to Mi

Chad Stefanyak – Mj to R

Shawn Hazim – S to Z

Please be advised that procedures and policies contained within this handbook are subject to change throughout the year in order to satisfy district and state guidelines.

Updates regarding such changes will be made available online on our [Whitehall High School Website](#)

TABLE OF CONTENTS

Click the links below to navigate to desired section:

Academic Integrity	Dress Code	Parking lot
Activity Bus Guidelines	Early Dismissal (Sign-out)	Post-Secondary Visits
Administration Message	Emergency Closing	Preface
Alma Mater	Excused absences	Progressive Discipline
Anonymous Tip Line	Expulsion	Publications
Asynch. Learning Atten.	Face Coverings	Public Display of Affection
Athletics	Extracurricular Activities	Report Cards
Athletic Events (Beh.)	Family/Educational Trips	Residency
Attendance Procedures	FERPA	Safe2Say
Attendance and Eligibility	Food / Drink Policy	Search of Student Property
Belief Statement	Google Drive (Tech Tools)	Smoking/Tobacco Products
Bell Schedule	Grading Scale	Suspension Policy #233
Bulletin Boards and Posters	Hazing	Student Assistant Program
Bullying	Health Services	Student Records
Cafeteria/Food Drink Policy	Honor Roll	Study Hall
Calendar	In-School suspension (ISS)	Rules/Standards
Camera Security	Learning From Home Att.	Summer School
Cell / Elect. Dev. policy	Library	SWPBIS
Child Abuse	Lockers	Tardiness
Class Cuts	Loss of Privileges	Tardiness to Class
Class Dues	Lost and Found	Tardiness to School
Clubs	Marking Period Schedule	Telephone Use
Controlled Substances	McKinney-Vento	Transportation
Counseling Department	Homeless Assistance	Unexcused/Illegal Absences
Consequences for Absences	Medications	Vacation Days/Holidays
Course Selection	Mission Statement	Violation of Policy
Dances	New Students	Visitors
Directory (Important #'s)	Non-Discrim. Title IX	Volunteers
Discipline Code	Obligations	Wireless Policy
Detention	Out-of-School Suspension	Withdrawal
	PA Student Responsibility Code	Working Papers

STUDENT HANDBOOK

PREFACE

The student/parent handbook serves as the **CODE OF CONDUCT** of Whitehall High School and is supported by the Board of Education of the Whitehall-Coplay School District. The handbook is designed to serve as a guide to students, to give information so that students may follow proper school procedures and to foster positive attitudes towards school and its activities.

We believe education is a cooperative enterprise between the home and school; therefore, we welcome ideas and recommendations.

Certainly not all procedures and rules of the high school are defined in the handbook. If you have questions, it is always better to ask before you act.

The Whitehall-Coplay School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, gender, handicap, or because a person is a disabled veteran of the Vietnam Era. This policy or non-discrimination extends to all other legally protected classifications. Publications of this policy in this document is in accordance with State and Federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and Title VI and VII of the Civil Rights Act of 1964. We further affirm that all curriculum offering and student enrollment practices will be handled without discrimination based on gender, race, religion, national origin or non-job related handicaps or disabilities.

ADMINISTRATION MESSAGE

Whitehall High School enjoys an excellent reputation in academics, athletics and the arts. To maintain this success, a safe and efficient environment needs to be provided for all students at the high school. The Whitehall Student Handbook/Planner ensures that rights and responsibilities are outlined within the text to allow students to learn and grow effectively. A student merely needs to follow these guidelines to attain success at Whitehall High School. While every rule and consequence is not addressed in the book, students are expected to act in a responsible manner and respect the rights of others. Please enjoy all of the many resources and opportunities Whitehall High School has to offer along your “Career Pathway” to the future.

MISSION STATEMENT

The mission of the Whitehall-Coplay School District is to serve the diverse community by providing educational opportunities designed to challenge students to strive for personal excellence and responsible citizenship.

BELIEF STATEMENT

- We believe all students have an ability to learn, are unique, and have positive contributions to make.
- We believe all students desire success and recognition.
- We believe all students need nurturing relationships to mature socially, intellectually, and emotionally in their individual style and at their own pace in a safe environment.
- We believe lifelong learning, which is a shared responsibility of all stakeholders, is essential for success in a global society.
- We believe excellence in programs, facilities, and technology is achievable and always worth the investment.
- We believe developing understanding, respect, and appreciation for others is essential in today’s diverse society.

FERPA

“The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with a legitimate educational interest;

Other schools to which a student is transferring;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school; Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific state law.

To obtain further information regarding FERPA, please refer to the school calendar.

OUR ALMA MATER

(Tune: “Drink To Me Only With Thine Eyes”)

The youth that from his mother’s home goes forth to Whitehall High.

Can ne’er be said to wildly roam, or fade in clouds well nigh:

So let us now the truth bestow and here our altars raise.

And our dear Alma Mater praise, our Alma Mater praise.

Her graduates are strong and firm, and build both hearth and home;

Her sons and daughters will each turn back to her altars roam.

And there will bend and bow and pray, until a shrine they raise.

And their dear Alma Mater praise, their Alma Mater praise.

William F. Heilman

2022-2023 STUDENT VACATION DAYS

September 2	Labor Day Holiday
September 5	Labor Day Holiday
October 10	Prof. Development Day
November 23	Prof. Development Day
November 24 & 25	Thanksgiving Holiday
November 28	Thanksgiving Holiday
December 23 - January 2nd	Winter Break
January 16	M.L. King Holiday
February 17	Professional Development Day (Snow Make-Up)
February 20	Presidents' Day
March 10	Prof. Development Day (Snow Make-Up)
April 6	Spring Break (Snow Make-Up)
April 7 - 10	Spring Break
May 29	Memorial Day Holiday
June 9	Last Student Day

***This calendar is subject to change**

EMERGENCY CLOSING

DELAY OF SCHOOL/EARLY DISMISSAL

When it is necessary to close or delay school due to inclement weather, the WCSD messenger system will be used and announcements will be made on local radio stations, social media, as well as local TV and Channel 69 News. When school is dismissed early, students are expected to report to **ALL CLASSES** prior to the dismissal time.

If school is canceled due to inclement weather, we will observe the next letter day on the next day school is in session. AM LCTI will not be in session for students on 2-hour delay days. AM LCTI students who use private transportation to school, do not need to report until after first lunch (11:35 AM). Those who ride the school bus will report to a study hall.

BELL SCHEDULE 2022 - 2023

High School	Day A	Day B
7:45 - 8:00	Arrival	Arrival
8:00 - 9:30	Period 1	Period 2
9:35 - 11:00	Period 3	Period 4
<i>11:05 - 11:35 (Lunch 1)</i> 11:40 - 1:10 (<i>Class</i>)	<i>Lunch 1</i> Period 5	<i>Lunch 1</i> Period 6
11:05 - 11:50 (<i>Class</i>) <i>11:55 - 12:25 (Lunch 2)</i> 12:30 - 1:10 (<i>Class</i>)	Period 5 <i>Lunch 2</i> Period 5	Period 6 <i>Lunch 2</i> Period 6
11:05 - 12:35 (<i>Class</i>) <i>12:40 - 1:10 (Lunch 3)</i>	Period 5 <i>Lunch 3</i>	Period 6 <i>Lunch 3</i>
1:15 - 2:45	Period 7	Period 8
2:45	Dismissal	Dismissal

- All students are scheduled for eight periods.
- Four periods meet each day and follow a 2 day rotation as indicated in the above table.
- Students are assigned to a homeroom that will meet periodically throughout the school year, but not on a daily basis.
- PM LCTI Leaves for LCTI at 11:00 AM.
- AM LCTI returns to WHS at 11:45 AM.
- Daily announcements will run during the first class of the day and the class that meets during the lunch period.

WHS Early Dismissal Schedule

High School	Day A	Day B
7:45 - 8:00	Arrival	Arrival
8:00 - 9:30	Period 1	Period 2
9:35 - 11:00	Period 3	Period 4
11:05 - 11:30	Period 5	Period 6
11:30	Dismissal	Dismissal

**** Periods 7 or 8 will not meet***

WHS Two Hour Delay Schedule

High School	Day A	Day B
10:00 - 10:30	Period 1	Period 2
10:35 - 11:00	Period 3	Period 4
<i>11:05 - 11:35 (Lunch 1)</i> 11:40 - 1:10 (Class)	<i>Lunch 1</i> Period 5	<i>Lunch 1</i> Period 6
11:05 - 11:50 (Class) <i>11:55 - 12:25 (Lunch 2)</i> 12:30 - 1:10 (Class)	Period 5 <i>Lunch 2</i> Period 5	Period 6 <i>Lunch 2</i> Period 6
11:05 - 12:35 (Class) <i>12:40 - 1:10 (Lunch 3)</i>	Period 5 <i>Lunch 3</i>	Period 6 <i>Lunch 3</i>
1:15 - 2:45	Period 7	Period 8
2:45	Dismissal	Dismissal

WHS First Day Schedule (1-Hr. Morning Homeroom)

High School	Day A	Day B
8:00 - 9:00	Homeroom (Take Attendance)	Homeroom (Take Attendance)
9:05 - 10:00	Period 1	Period 2
10:05 - 11:00	Period 3	Period 4
<i>11:05 - 11:35 (Lunch 1)</i> 11:40 - 1:10 (Class)	<i>Lunch 1</i> Period 5	<i>Lunch 1</i> Period 6
11:05 - 11:50 (Class) <i>11:55 - 12:25 (Lunch 2)</i> 12:30 - 1:10 (Class)	Period 5 <i>Lunch 2</i> Period 5	Period 6 <i>Lunch 2</i> Period 6
11:05 - 12:35 (Class) <i>12:40 - 1:10 (Lunch 3)</i>	Period 5 <i>Lunch 3</i>	Period 6 <i>Lunch 3</i>
1:15 - 2:45	Period 7	Period 8
2:45	Dismissal	Dismissal

WHS Track Time Schedule (Morning Homeroom)

High School	Day A	Day B
8:00 - 9:10	Period 1	Period 2
9:15 - 10:25	Period 3	Period 4
10:30 - 11:00	Homeroom	Homeroom
<i>11:05 - 11:35 (Lunch 1)</i> 11:40 - 1:10 (<i>Class</i>)	<i>Lunch 1</i> Period 5	<i>Lunch 1</i> Period 6
11:05 - 11:50 (<i>Class</i>) <i>11:55 - 12:25 (Lunch 2)</i> 12:30 - 1:10 (<i>Class</i>)	Period 5 <i>Lunch 2</i> Period 5	Period 6 <i>Lunch 2</i> Period 6
11:05 - 12:35 (<i>Class</i>) <i>12:40 - 1:10 (Lunch 3)</i>	Period 5 <i>Lunch 3</i>	Period 6 <i>Lunch 3</i>
1:15 - 2:45	Period 7	Period 8
2:45	Dismissal	Dismissal

REPORT CARDS

Teachers use Powerschool for grading purposes. Parents who wish to receive periodic grade updates should access the Parent Portal and request to receive regular emails on your child's progress. Report cards indicating subject achievement will be made available electronically on a quarterly basis. Progress reports will be made available at the midpoint of each marking period during the school year for students who have a grade of C- (70%) or less. **Parents / guardians wishing to obtain a paper copy of their child's report card should contact the high school main office.**

HONOR ROLL

1. **High Honor Roll:** Awarded to students receiving a 4.0 and higher GPA with no grade lower than an A-.
2. **Honor Roll:** Awarded to students receiving a 3.0 to 3.99 GPA with no grade lower than a B-.
3. **ALL** subjects included in the student's schedule will be considered in determining recipients of High Honor and Honor Roll recognition.

GRADING SCALE

<u>Mark</u>	<u>Percent Range</u>
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

TENTATIVE MARKING PERIOD SCHEDULE

Fall Semester

Nov. 2 - 1st Quarter

Jan. 20 - 2nd Quarter

Spring Semester

Mar. 29 - 3rd Quarter

June 9 - 4th Quarter

ACADEMIC INTEGRITY

Cheating undermines the spirit of fairness and the joy of achievement after diligent work. Cheating and plagiarism will be addressed by the teacher responsible for grading the material in question with support of the administrative team. A grade of zero may be assigned for the material as well as disciplinary action may be taken for the disruption to the educational process. Please be aware of the plagiarism information and policy located on the school's website and distributed to all students in English classes.

COUNSELING

610-437-5081, ext. 1808 or 1809

sites.google.com/whitehallcoplay.org/whscounselingoffice/home

Twitter@ WHS Counseling

Students are encouraged to meet with their respective counselor at the beginning of the year to update their transcripts and maintain a working relationship with them. Meetings will also be scheduled during the second semester to request courses for the following school year; but students are invited to set up an appointment at any time.

In addition to counseling individual students, this department's responsibilities include the maintenance of cumulative records, registration and withdrawals, program planning, various testing programming, dissemination of college, educational, military, and vocational information, parent/guardian/teacher conferences, and contacts with outside agencies.

CHILD ABUSE

School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child is a victim of child abuse. School employees who suspect child abuse shall immediately notify the administrator and report the suspected child abuse to the designated state agency.

STUDENT RECORDS

Students who wish to review their school records may contact the counseling office for an appointment. Both permanent and cumulative records are housed in the counseling office. Parents/guardians must sign the record review sheet.

COURSE SELECTION, WITHDRAWN COURSES, AND RELATED INFORMATION

Refer to the [Whitehall High School Course Catalog](#) which is available on the high school webpage or by calling the Counseling Office at 610-437-5081.

STUDENTS NEW TO WHS

After enrollment, students new to the high school will be directed to the Counseling Office to develop a schedule and receive pertinent information. Counselors will ensure that new students have a student guide for the first day of school. New students will tour the building and stop by the administrative office to meet members of the administrative team. Parents of new students are encouraged to join the Parent Teacher Organization Plus (PTO Plus).

RESIDENCY

Verification of residency within the school district boundaries is required in order for students to become or remain enrolled in the school district.

The following items may serve as verification:

- Settlement papers from home purchase
- Rental agreement
- Current tax bill
- Moving permit
- Current bank statement
- Current pay stub

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Per McKinney-Vento Homeless Assistance Act:

The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

Students in homeless situations have the right to:

- Be identified as homeless and receive Title I services and other supports to ensure their academic success.
- Be immediately enrolled in school despite their unstable housing situation and despite their inability to produce documents ordinarily required of students who have a permanent residence.
- Receive assistance in procuring school records.
- Be allowed to stay in the school they attended when they became homeless or the school in which they were last enrolled (called school of origin).
- Be transported from their current place of residence to the school of origin to reduce the need for them to transfer from school to school.
- Receive free school nutrition.
- Receive referrals to medical, mental health, dental, and other appropriate services.
- Receive assistance in acquiring school supplies, standard dress or uniforms, backpacks, and other provisions needed to succeed in school.

If you are experiencing homelessness, please contact our district's Homeless Liaison, Mr. Christopher Schiffert at schiffertc@whitehallcoplay.org.

WITHDRAWAL FROM SCHOOL

Only a custodial parent/guardian may withdraw a student from school. Notification of intent to withdraw should be given at least one week prior to the final day of attendance. All obligations must be satisfied in order for the withdrawal to be approved.

SUMMER SCHOOL

Students are strongly encouraged to make up any failed course required for graduation in a summer remediation program. Courses will be offered through an online educational program. Any exceptions to this policy must be approved by the principal.

STUDY HALL RULES AND STANDARDS

A study hall is a place to work and study, not a place to socialize. Study hall is an academic period that must be used as such. Students will be expected to maintain a quiet and respectful environment for completing academic tasks.

Study Hall Rules & Standards:

- Students are allowed to utilize electronic devices and headphones during study hall as long as they don't disrupt other students.
- Students must sit in assigned seats. The Smartpass must be submitted for use of bathrooms, locker, nurse, and counseling.
- Other aspects of the study hall will be at the discretion of the teacher assigned to the study hall.

ATTENDANCE PROCEDURES

Regular attendance is necessary for a student to be successful academically, and required under state law.

Refer to [board policy #204](#)

EXCUSED ABSENCES

The School Code of Pennsylvania provides that everyone between the ages of six (6) and eighteen (18) must attend school. The only legal excuses for absence are personal illness, quarantine, death in the immediate family, religious holiday, or other exceptional reasons as deemed appropriate by the school administration. An excused absence is counted as an absence. **All absences are unexcused/illegal unless a parent/guardian or doctor note is received in the attendance office.**

An absentee excuse must be provided within three (3) school days of the absence. Excuses should include the student's name and grade, date(s) of absence, reason for the absence, and a parent/guardian signature. [Absentee excusal forms](#) are available in the attendance office or online. Parents may also fax an excuse to 610-820-7520 or submit electronically using the link sent to the parent/guardian on the day of the absence. **If a written note is not received within 3 days, the absence will be marked unexcused/illegal.**

COVID-19: Any absences accrued due to mandatory quarantine orders will be considered Excused/Lawful absences as dictated by [Board Policy #204](#). Be advised, students and parents are required to monitor signs and symptoms of illness on a daily basis. Please refer to the [COVID Quick Reference Student Screener](#) for additional guidance on daily student screening. Due to the evolving nature of state regulations and guidelines, please refer to the current [PA Department of Education](#) for additional guidance. **Please contact the High School Administration immediately if your child has been ordered to quarantine.**

An excused absence permits the student to make up missed assignments. It is the student's responsibility to initiate the make-up work after returning to school. If a student is or will be absent for more than three consecutive days, the counseling office should be contacted for missed work at 610-437-5081 ext. 1808.

ASYNCHRONOUS LEARNING DAYS AND ATTENDANCE:

Class meetings through Zoom will be held at designated class times and daily assignments will be posted in Google Classroom. A “Present” designation will apply for all students if the following conditions are met.

- The student is logged into the class Zoom session during the designated class time and can be clearly identified.
- For identification purposes, it is required that students temporarily use the video function to show their face at the start of the lesson, during attendance roll call. (Students are not required to leave the video on thereafter, but must be available through audio for questioning and class discussion purposes.)
- The student completes the assignment for the day. Assignment due dates may be extended until the end of the week and must be posted on Google Classroom.

UNEXCUSED OR ILLEGAL ABSENCES

The unexcused absence is used to designate an absence of a student who is 17 years or younger. The illegal absence is used to designate an absence of a student under 17 years of age. Such reasons as visiting relatives, oversleeping, babysitting, missing the bus, working, shopping, etc. are not acceptable and will be treated as unexcused or illegal absences.

CONSEQUENCES FOR UNEXCUSED OR ILLEGAL ABSENCES

1. All unexcused/illegal absences will result in an inability to make-up any missed graded assignments, quizzes, or tests. **A grade of zero (0) will be given.**
2. The third (3) day of unexcused/illegal absence will result in a first offense truancy letter (warning). The letter will be sent to the parent/guardian of the student with three or more unexcused/illegal absences.
3. Continued truancy, beyond three (3) unexcused/illegal absences, will result in a second warning letter and a possible loss of parking privileges. Contact will be made with both the student and parent to schedule a SAIC (Student Attendance Improvement Conference). Upon the sixth (6) day of an unexcused/illegal absence; in accordance with Act 24 of the Pennsylvania Compulsory School Attendance Law; a referral to the magistrate may be made if the student is under the age of 18.
4. Act 24 may also remove the truant student from his/her motor vehicle driving privileges for ninety (90) days on the first offense and for six (6) months for each subsequent offense. Unlicensed truant students will be prohibited from applying for a learner's permit for ninety (90) days on the first offense and for six (6) months for all succeeding offenses after their 16th birthday.
5. **After eight (8) days of absence in a semester, a medical excuse will be required for any subsequent absences.** Parents/Guardians will receive notification by mail that such a medical excuse is required. At that point any excuse not signed by a medical professional will be recorded as unexcused or illegal.
6. Students, 18 years or older, who are absent for ten (10) or more consecutive unexcused days will be dropped from the active membership roles by the high school administration.
7. Students, 18 years or older, who have twenty (20) or more unexcused absences will be dropped from the active membership roles by the high school administration.
8. All unexcused/illegal absences or trancies automatically deny the student the right to make up work and assignments missed during the period of unexcused absences.

HOW ABSENCE AFFECTS ELIGIBILITY

A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence, except that where there is an excused absence due to a requirement that the student serve as the primary caregiver to a member of the student's immediate family or a near relative or death in that student's immediate family or a near relative both as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an excused absence of five (5) or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the District Committee. If the establishment of any requirement necessary for the District Committee to exercise its discretion to grant a waiver of five (5) or more excused absences results from illegal conduct on the part of the student, other than absences during which the student, without there having been a criminal conviction or an adjudication of delinquency, is admitted to a substance abuse treatment facility, the District Committee shall not grant the waiver. Attendance at summer school does not count toward the forty-five (45) school days required. Absence from school for an entire semester, or for several semesters, shall disqualify a student for the same period as stated in this Section.

TARDINESS

Tardiness can hinder your success. Ample time is permitted between classes. The rules concerning tardiness are as follows:

1. **If you arrive at school or the first period of the day after 8:00 a.m., you must report to the attendance office and receive a late pass.** Failure to acquire a late pass will result in further disciplinary action. Students arriving late from doctor appointments must bring a note from the doctor's office or parent/ guardian.
2. **After eight (8) excused late arrivals in a semester, a parental note will no longer be sufficient. A medical excuse will be required.** Parents/Guardians will receive notification by mail that such a medical excuse is required. At that point any excuse not signed by a medical professional will be recorded as unexcused or illegal.
3. Any student who arrives after 11:00 a.m. will be marked as a half-day absence.
4. Any student who attends LCTI and arrives late to school must supply their own transportation to LCTI or remain at WHS. **Students may not drive to LCTI.**
5. To be eligible for after school activities, students must report to school by 11:00 a.m.
6. **Unexcused** tardiness to school includes, but is not limited to, the following: car trouble, missed bus, alarm clock didn't work, oversleeping.
7. A written excuse from a parent/guardian regarding tardiness must be presented upon arrival to school on the day of the tardy. **Any assignments or assessments given during unexcused class time may result in a zero (0).**

TARDINESS TO SCHOOL CONSEQUENCES

Beyond 8:00 a.m. {Per Quarter}

1 st and 2 nd offense	Warning
3 rd offense	One Detention
4 th offense	Two Detentions
5 ^h offense	Office referral with Two Detentions
6 th offense & subsequent	In-school suspension, parent notification, and loss of parking privileges for the semester.

TARDINESS TO CLASS CONSEQUENCES

{Per Quarter, Per Class}

1 st and 2 nd offense	Warning issued by teacher
3 rd offense	Detention assigned by teacher and parent/guardian notification
4 th offense	Two detentions assigned by teacher and parent/guardian notification
5 th offense or more	Office referral

CLASS CUT/TRUANCY

Class Cut/Truancy will result in disciplinary action of either **In-School** or **Out-Of-School Suspension**. Progressive disciplinary action will be followed.

Between 8:00 a.m. - 2:45 p.m. students may only enter or exit the high school via the main lobby doors. **Once transported to campus, students may not leave the high school building or campus without written permission. Doing so will result in disciplinary action and/or possible out-of-school suspension. Student may be searched upon re-entry.**

FAMILY/EDUCATIONAL TRIPS

Family/Educational trips are subject to approval of the principal and are limited to seven (7) school days in the year. A trip form must be completed and approved at least five (5) days before the trip.

Family/Educational Trip Forms may be obtained at the attendance office or online. All work must be made up within five (5) days upon returning to school. Students leaving school prior to the end of either semester are not permitted to take final exams early. Students must coordinate final exam make up times with their administrator prior to the planned trip. Failure to do so will result in a failing grade on the final.

POST SECONDARY SCHOOL VISITATIONS

Seniors and juniors wishing to visit a college, technical school, or other post secondary educational institution must submit an educational trip form prior to the visit. The request must include the name of the college and the date of the visitation.

If approved, the absence will be excused. Upon their return, students are required to provide college visit verification to the attendance office, or the visit will be unexcused. Forms may be obtained at the attendance office.

EARLY DISMISSAL FROM SCHOOL

Parents are encouraged to arrange medical, dental, and other appointments for their children after school hours. Any dismissal before 2:45 p.m. must be requested with a signed parental note. The note must be brought to the attendance office before 8:00 a.m. and must:

1. Be dated.
2. Give a valid reason for the dismissal.
3. Specify the student's departure time.
4. Indicate a telephone number where the parent can be reached.
5. Be signed by the parent.
6. Students who have a valid Whitehall High School parking tag may drive to appointments.

An "Early Dismissal Slip" will then be issued to the student. This slip must be retained and shown upon request. **Parents requesting an early dismissal without sending a written note must sign their student out of school in the attendance office and provide a valid picture ID.**

Students signing-in late to school or signing-out early from school for a medical appointment MUST have a medical note upon their return to school in order for their absence to be marked as medically excused.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS ([SWPBIS](#))



Zephyr PRIDE

PREPARED

RESPECTFUL

INVOLVED

DEPENDABLE

EMPATHETIC

What is SWPBIS? SWPBIS is a framework with a focus on prevention and intervention to assist in: increasing compliant and positive behaviors, increasing safety and comfort, and increasing positive school climate and culture.

The overall goal of SWPBIS is to increase academic performance. The framework seeks to remove the assumption that all students understand how to behave properly and instead, emphasize teaching, modeling and reinforcing positive behavior.

Acknowledgement System: Our SWPBIS framework recognizes students who are Prepared, Respectful, Involved, Dependable, and Empathetic. Students who demonstrate positive behavior may be given a PRIDE Card by a staff member. Students may submit PRIDE cards to the main office to have their names entered into the PRIDE Club Book and receive a PRIDE Pen. Members of the PRIDE Club Book will be eligible to have an automated call / email sent to their parents/guardians, and their PRIDE card posted in a display case. At the end of each month, students will randomly be selected to attend a reward breakfast with family members.

Student PRIDE Committee: A student PRIDE Committee will be formed, consisting of 3 - 4 students from each grade level. These students have been selected based on teacher, counseling, and administrative recommendations. The PRIDE Committee will meet on a monthly basis to discuss discipline data, rewards, and to plan for upcoming events/projects.

DISCIPLINE CODE

Students will adhere to the discipline code as published in the [School District Policy](#) available online. Consequences for disciplinary referrals are determined on an individual basis, at the discretion of administration, in compliance with the school district policy and are progressive in nature.

VIOLATION OF SCHOOL/ DISTRICT POLICY MAY RESULT IN THE FOLLOWING:

Minor Infractions (Teacher Discretion)

- Warning / Documentation
- Detention(s)
- Parent Notification
- Multiple offenses may result in major infraction

Major Infractions (Administrative Discretion)

- Pass/Hall restriction
- Administrative detention(s)
- In-School Suspension(s) (parent notification by phone call/mail)
- Out-of-school suspension up to 10 days (parent notification by phone call/mail)
- Students suspended out of school are not permitted on school grounds or to attend/participate in extracurricular activities
- Administrative referral to Whitehall Township Police Department
- Restitution if appropriate
- Other consequences as determined by administration
- Expulsion from WCSO – requires School Board hearing
- **In accordance with state guidelines, certain offenses are reportable to the Pennsylvania Department of Education.**

PENNSYLVANIA CODE

12.2 STUDENT RESPONSIBILITIES

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - (10) Report accurately in student media.
 - (11) Not use obscene language in student media or on school premises.

PROGRESSIVE DISCIPLINARY PROCEDURES

DETENTION

Detentions are held from 3:00 – 4:00 p.m., Monday through Thursday. All students will be given at least a 24-hour notice prior to their detention assignment. **Detentions will only be rescheduled for emergency reasons with advanced notice from a parent/guardian.**

Students who are absent from school when they have been previously assigned a detention **will automatically serve their detention upon their return to school.** Students are to bring academic work to

detention. The classroom management plan will be enforced during this time.

Failure to serve detention will result in further disciplinary action.

[SUSPENSION AND EXPULSION - BOARD POLICY #233](#)

The principal and/or his/her designee has the authority to suspend a student (In-School or Out-of-School Suspension). The following examples include, but are not limited to, the offenses that warrant suspension or expulsion. The suspension may take place during school hours or after the school day.

1. Fighting
2. Use of tobacco products, including e-cigarettes, “vape pens,” or any other Electronic Nicotine Delivery System (ENDS)
3. Use or possession of controlled substances
4. Truancy
5. Destruction of school property
6. Stealing
7. Use of profanity (oral or written)
8. Cutting classes
9. Disruption of the educational process after a request or command to cease all actions (verbal or physical) which distracts other students’ attention, concentration, or performance
10. Activating false fire alarms, issuing a bomb threat, or any action threatening the safety of the student body and/or staff
11. Disregard for safety procedures while on school property
12. Student drivers who do not register for a parking permit
13. Extortion of money or services
14. Chronic lateness to class
15. Leaving the school building without permission
16. Reckless driving or speeding on campus
17. Behavior leading to ejection from school functions
18. Chronic discipline infractions
19. Bus misconduct
20. Terroristic threats
21. Harassment/Bullying
22. Other acts of misconduct deemed serious in nature by the principal or designee may result in similar disciplinary action

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is scheduled from 8:00 a.m. – 2:45 p.m. Parents will receive a phone call notifying them about their child’s ISS. Students are to report to the assigned classroom with all textbooks and assignments. Teachers will forward work to students who are assigned to ISS. Students must complete all academic work while in ISS. **The classroom management plan will be implemented and followed.**

If absent on the scheduled ISS date, the student will be notified of their rescheduled date. LCTI and Diversified Occupation students who serve In-School Suspension will stay at Whitehall High School until 2:45 p.m.

OUT OF SCHOOL SUSPENSION (OSS)

Out of School Suspension is used as a sanction for students whose violation of rules are serious in nature such as harassment, destruction of property, possession of a weapon, fighting, violation of safety, chronic disruption of the educational process, or repeated offenses which resulted in In-School Suspensions, and/or be referred to the police. Disorderly conduct citations may also be issued for chronic disruption of the educational process including profanity and excessive classroom disruption.

Parents will receive a phone call notifying them about the Out of School Suspension and a written notification. A parent conference is required for reinstatement from three to ten days of Out of School Suspension.

Students are not permitted to attend school or any school functions for any reason during an Out of School Suspension. This includes events on the Whitehall-Coplay School District campus and Whitehall-Coplay School District events at other venues. The Out of School Suspension is in effect until the day the student is reinstated to school. Hence, students with Friday Out of School Suspension may not attend Saturday or Sunday events.

LOSS OF PRIVILEGE POLICY

If a student accumulates a total of six (6) or more demerits during the school year as a result of suspensions, the student is removed from all extracurricular activities for the remainder of the school year. This

includes, but is not limited to, athletics, music groups, theater, field trips, prom and dances, fundraising events, clubs, parking privileges, and may include graduation ceremony.

A student may appeal the duration of their Loss of Privilege with written documentation to school administration, justification based on, but not limited to, grades, discipline, and attendance.

For the purpose of this policy, each incident of In-School Suspension (ISS) is worth one (1) demerit, 1-5 days of Out-of-School Suspension (OSS) is worth two (2) demerits, and 6-10 days of Out-of-School Suspension (OSS) is worth three (3) demerits.

**1 ISS = 1 demerit
1-5 days OSS = 2 demerits
6-10 days OSS = 3 demerits**

EXPULSION

Expulsion is a school district disciplinary act implemented by the School Board and Superintendent that excludes a student from school for a period exceeding ten (10) school days, or requires permanent removal from the school due to chronic or serious offense(s) as defined in the school district policy.

The following offenses include, but are not limited to resulting in expulsion accordance with Board policy:

1. Second offense of possession or use of controlled substances.
2. Possession of large amounts of controlled substances.
3. Selling or dispensing controlled substances.
4. Possession of weapons or look-alike weapons in violation of [Board policy](#).
5. Assaulting any district employee.
6. Repeated acts of misbehavior for any and all offenses after full suspension.

CONTROLLED SUBSTANCES/PARAPHERNALIA

The school district prohibits students from using, possessing, distributing, and being under the influence of any controlled substance during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

For the purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue, pepper sprays, vaporizers and aerosol products.
7. Substances that when ingested cause physiological effects that are similar to the effect of a controlled substance as defined by federal or state law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.
8. Prescription or patent drugs, except those for which permission for use in school had been granted pursuant to Board policy.

Any student who possesses or uses a small amount of controlled substances, over the counter or prescription medication, or possesses paraphernalia associated with controlled substances shall be suspended or considered for expulsion in accordance with [Board policy](#). When possession or use is in violation of legal status, the case will be referred to local law enforcement.

If a student should be involved a second time in possessing or using controlled substances or possessing paraphernalia associated with controlled substances, the student's behavior will be grounds for expulsion of the student from the district.

The case will be referred to local law enforcement and drug counseling services available in the community.

If a student should be involved in possessing a large amount of controlled substances, over the counter or prescription medication, or if a student dispenses or sells controlled substances, over the counter or prescription medication, the student’s behavior will be grounds for expulsion of that student from the district. The expulsion and referral will be treated in accordance with a second offense utilizing law enforcement and drug counseling.

SMOKING/POSSESSION OF TOBACCO PRODUCTS

The Whitehall-Coplay School District is a tobacco free campus. No cigarettes or tobacco products, including e-cigarettes, “vape pens,” or any other Electronic Nicotine Delivery System (ENDS) are allowed anywhere on the campus. **Any student who is suspected of tobacco product use and/or possession is subject to a search by school administration. Possession and/or use will result in a referral to the School Resource Officer and progressive consequences as detailed below:**

1 st Offense (Poss./Use)	1 day In-School Suspension
2 rd Offense (Poss./Use)	1 days Out-of-School Suspension
3 rd Offense & Subsequent	Admin Discretion (Minimum 2 days OSS)

PUBLIC DISPLAY OF AFFECTION

Public display of affection within the educational environment is unacceptable. Teachers will be instructed to use good judgment when observing students who are involved in public displays of affection. However, if a teacher deems that a particular situation is inappropriate, he/she will bring the problem to the student’s attention immediately. Chronic offenders will be subject to disciplinary action such as detention or suspension.

CAFETERIA

Students must maintain appropriate behavior at all times while in the cafeteria. Students are expected to report to the cafeteria for their assigned lunch time. Students are not permitted to leave campus. Throwing of food or disruptive behavior of any kind may result in suspension and/or citation.

FOOD/DRINK POLICY

Any food or drink deemed to be a safety hazard or a disruption to the educational process is prohibited.

- Food / drinks are not permitted in the classroom without specific permission from the classroom teacher.
- Students are not permitted to have food delivered to the high school.
- Students who attend LCTI are encouraged to place money into their WHS lunch account in the event that a situation arises causing the student to remain at WHS for lunch.

TELEPHONE USE

Classroom phones are only for teachers use and are not to be used by students. A telephone is located in the main office. Students may use it before and after school, during their passing time between periods, or lunch period with a pass. Use of the telephone during class time will be at the discretion of the classroom teacher who will issue a pass for telephone use. Students may not use cell phones to make phone calls at any time during school hours.

WHITEHALL-COPLAY SCHOOL DISTRICT ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS AND SYSTEMS AND NETWORK

Board Policy 815

Whitehall-Coplay School District provides employees and students with access to the district's electronic communications systems and network, which includes Internet access, whether wired or wireless, or by any other means.

The electronic communications systems and network provide vast, diverse and unique resources. The Board will provide access to the district's network and systems and to the Internet for staff members and for students, in order to access information, for research, and for collaboration to facilitate learning and teaching.

For users, the district's network and electronic communications systems are to be used primarily for education-related purposes and performance of job duties. Incidental personal use of school computers shall be permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations, or with

other system users. Personal use must comply with this policy and all other applicable policies, procedures and rules, and must not damage the school's hardware, software, computer or electronic communications systems. Students may only use the network and electronic communications systems for educational purposes.

CELL PHONE POLICY INFORMATION

Students are permitted to have cell phones and other personal electronic devices in the high school building under the following conditions:

- Personal devices must remain on mute/vibrate during school hours of 8:00 a.m. and 2:45 p.m.
- **Under no circumstances, may students use cell phones to make or receive phone calls or engage in video conferencing (i.e. FaceTime), audio or video recording during the school hours or while in detention.** If phone calls must be made, a phone is available in the main office.
- Personal devices may be used for educational purposes in the classroom **with specific permission and under the direct supervision of the classroom teacher.**
- Students are permitted to use headphones and mobile device capabilities/applications in the following areas:
 - **Hallways, and bathrooms** before, after, and during school hours.
 - **Classrooms and study halls** at the discretion of the classroom teacher for educational purposes.
 - Headphones may be used provided that volume does not disturb or distract others.
 - When addressed by an adult anywhere on campus students will turn off volume and remove headphones/earbuds.

Failure to use a personal electronic device as outlined above will be deemed as insubordination and will result in progressive disciplinary action. Progressive disciplinary action may include, but is not limited to, warning, parent/guardian contact, detention, office referral, and/or suspension. If your electronic device is not used in accordance with school and/or district policy, administration is authorized to take possession of the device. Failure to turn over the

device when requested by an administrator will result in disciplinary consequences.

Students are completely responsible for the use, maintenance, and safety of their own personal electronic devices. Student requests to charge their devices will not be honored. Students should use proper precautions to safeguard their personal property at all times. The school cannot be responsible for stolen electronic devices and will not investigate such incidences. An incident report should be completed with the School Resource Officer.

Any confiscated or lost electronic devices not retrieved by the last student day of school may be donated to a non-profit organization or discarded.

GOOGLE DRIVE AND INSTRUCTIONAL TECHNOLOGY TOOLS

Google accounts are assigned to all students and may be utilized for online collaboration on various educational assignments/ projects. Student Google accounts will include Google drive capabilities such as email, docs, slides, sheets, forms, etc. which may be accessed from home or school. Classroom teachers may assign additional online student accounts for educational purposes consistent with the WCSD Acceptable Use Policy. Please contact the High School Main Office if you have questions/concerns regarding the issuance of educational accounts.

LOST AND FOUND

Students who have lost anything of value are to report such losses to the main office as soon as possible. Students should take great caution in bringing valuable items and are encouraged not to carry large sums of money while in school. **The school cannot be responsible for stolen items and will not investigate stolen property.**

LOCKERS

Lockers and locks are the property of the school. Students may not share lockers. Students will be issued a combination lock for their locker at the beginning of the school year. Students are required to return their assigned lock to their homeroom teacher at the end of the year. **If the student loses, damages, or fails to return their assigned lock, a replacement cost of \$6.50 will be charged to the student.** A student's

locker may be opened and searched by an administrator any time there is reasonable suspicion to believe that the locker's contents pose a danger to the health, safety and welfare of other students and staff or when there is a reasonable suspicion that its contents may be disruptive to the educational process. Students should keep lockers closed, locked, and combinations secured. Locker repair requests can be made at the main office. All lockers are emptied and thoroughly cleaned during the summer vacation. It is the student's responsibility to take home all articles of value. Those articles collected by the custodial staff during the summer are given to non-profit organizations or discarded. Students may not be assigned the same lockers the following school year. **Be advised, in an effort to maintain a drug free and safe environment, persons and lockers may be randomly searched.**

SEARCH OF STUDENT PROPERTY

The principal and/or designees may conduct a search if he/she has reasonable grounds for suspecting that the intended search will reveal evidence that the student has violated or is violating [school policy](#), the law, or is considered a risk to overall school safety. The scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in the light of the age and sex of the student and the nature of the suspected infraction. Searches conducted by administration may include but are not limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

Any student who leaves the high school building without permission and returns is subject to a search by school administration.

DRESS CODE

Dress is a means of personal expression. It is, however, the student's responsibility to dress in a manner that reflects pride and respect for the school as a place of learning. The student's manner of dress or appearance must not disrupt the educational process. A student's clothing should be clean and in accord with health and safety regulations of the Commonwealth of Pennsylvania.

The following list serves as guidelines for attire, based on the mission and values of the Whitehall-Coplay School District.

- **Clothes with messaging not supported by policy are not permitted.**
 - Students shall not wear or display clothing, symbols, pins, or other paraphernalia (1) advertising alcohol, tobacco, and other controlled substances; (2) displaying inappropriate words or pictures; (3) derogatory to any ethnic group; or (4) which may cause disruption to any school, class or activity.
 - Any item of clothing, jewelry, or ornamentation that creates a distraction to the educational process.
- **Excessively short or revealing shorts, pants, skirts, and shirts and which reveal a student's underwear are not permitted.**
 - Students are not permitted to wear revealing clothing which offends the sense of common decency, as judged by those entrusted with providing a positive school environment. Revealing clothing includes clothing designed for sleepwear, as well as but not limited to, clothing that reveals the midriff, halter-like tops, see-through blouses or shirts, short shorts (length of fingertips with arms fully extended), and cut-off shorts.
- **Outdoor jackets & hats are to be stored in a student's locker. Hoods of any type must be kept down.**
 - The wearing of caps, hats, jackets, coats, and other outerwear is prohibited inside the school building unless authorized by an administrator. All such clothing items must be stored in lockers or designated areas during the school day. Exceptions would be a cap or hat that is part of a school activity, or a head

covering worn for religious or medical purposes as approved by administration.

Students who are not following the dress code policy will begin the process by speaking with administration to resolve the issue. Additional consequences may be assigned under the Board Policy of Whitehall Copley School District.

Students who come to school wearing clothes that are determined to be offensive and/or in conflict with the guidelines set forth will be given an opportunity to change, call home for replacement clothing, or disciplined at the discretion of the administration.

FACE COVERINGS

Staff and students will comply with any federal, state, or local mandates/requirements regarding masking. **If no mandate/requirement exists, the use of masks will be optional for staff and students.**

- Students/staff who are suspected of any communicable disease will be required to wear a face covering while waiting for departure. Face coverings will be provided by the nursing suite staff. Students will be escorted to the office for departure.
- If substantial evidence of local spread exists in a location or program, universal masking may be enacted in a building or program level.

If a federal, state, or local mandate/requirement regarding masking is in effect, face coverings must be worn in a manner that suits the recommendations set forth in the Pennsylvania Universal Face Covering Order and the [CDC Guidance for Wearing Masks](#):

PARKING LOT

The following regulations have been developed by the administration of Whitehall High School to ensure a safe and orderly environment for all students who park their vehicles on Whitehall-Coplay School District property.

1. All current Juniors and Seniors who want to park in the Whitehall High School parking lot MUST have a valid Pennsylvania drivers license, not a learner permit.

2. Student parking tags are required to be displayed on the vehicle's rear view mirror. Parking tags are not transferable between students. Vehicles parked on Whitehall-Coplay School District property must have a PA license plate, current registration, and current insurance. Title 75 of the Pennsylvania Vehicle Code will be enforced on Whitehall-Coplay School District property. Parking is at your own risk. The Whitehall-Coplay School District is not responsible for damage to vehicles.

3. Student parking tags are available to be used in the Whitehall High School parking lot on a first-come basis in YELLOW SPOTS ONLY. There will be no assigned spaces. There are a limited number of yellow student parking spaces available. Students are not permitted to park in Staff parking spaces or visitor parking spaces. Students not parked in yellow student parking spots will be subject to WHS disciplinary action.

4. Student parking tags cost \$10. Student parking tags must be paid through MySchoolBucks. Once the student parking tag is paid, a student parking tag may be picked up in Whitehall High School Main Office. Replacement student parking tags cost \$10. If you can not access MySchoolBucks, please contact the Main Office.

5. The School Resource Officer, Whitehall Township Police, and WHS Security monitor the school district property, including parking areas. Citations for speeding, failure to stop at stop signs, etc. will be issued. WHS administration reserves the right to have any illegally parked cars towed at the owner's expense.

6. Students may have their parking privileges revoked by Whitehall High School administration.

Any student failing to abide by these regulations will face Whitehall High School disciplinary action and suspension of student parking privileges at a length of time determined by the administration.

For example, upon the students fifth (5) late to school, third (3) unexcused/illegal absence, or persistent violations of the discipline code, the students may have their parking privileges revoked for the balance of the semester.

Students who receive a Loss of Privilege letter may have their parking privilege revoked for the remainder of the school year.

In order to gain their parking privilege back, students will need to re-register their vehicle for the next semester and pay an additional \$10.00.

7. Administrators may recommend a search of vehicle to the Whitehall Township Police Department parked on the campus of the Whitehall-Coplay School District anytime there is a reasonable suspicion that the vehicle or contents therein may pose a danger to the health, safety and welfare of other students or staff or when there is reasonable suspicion that its contents may be disruptive to the educational process.

DANCES

A club or organization that wishes to sponsor a dance must seek the approval of the administrator who will serve as one of the chaperones of the dance before submitting a [Use of Facility Request Form](#). Clubs are responsible for all expenses incurred for DJ, decorations, tickets, police and security.

1. The advisor of the student organization sponsoring the dance is the person in charge. Rules specific to each dance may be established and disseminated by the advisor. This includes proper dress, i.e. formal or semi-formal. If individuals cannot abide by particular guidelines of the dance, they should not come to the dance and will be turned away at the door.
2. Any dance that permits outside guests **MUST** submit the Guest Approval Form prior to the function. The advisor sponsoring the dance will determine the date the form is to be returned.
3. **Dances begin at 7:00 p.m. and end at 10:00 p.m.** No student will be admitted after 8:30 p.m. unless prior arrangements have been

made with the administrator chaperoning the dance. Students should arrange to be picked up **no later than 10:00 p.m.** and depart the campus.

4. Anyone who leaves the dance will not be readmitted.
5. All the normal rules of behavior and decorum are in effect. Any arguing, fighting or ungentlemanly or unladylike conduct may result in the offending parties being removed from the dance. Disciplinary action or referral to the Whitehall Police Department may also follow.
6. Searches for alcohol, drugs or weapons may be authorized by an administrator any time there is a reasonable suspicion that an individual may have something in his/her possession that is a threat to the health, safety or welfare of the individual or others at the dance. This includes vehicles on the parking lot. Attending while under the influence will result in disciplinary action and police referral.
7. When advertising for the dance, the organization will announce whether this is a “closed” or “open” dance. Closed dances are for WHS students only. Open dances are dances which students from other schools may attend. Guest passes are available when purchasing tickets. Students with questionable disciplinary records at other schools may not attend. Whitehall High School host students are responsible for the behavior of their guests.
8. Guests may not be older than 20 years of age. No middle school students may attend a Whitehall High School dance.
9. Organizations that wish to sponsor a dance must have at least six teachers, a WTPD police officer, and one administrator willing to serve as chaperones; otherwise, the dance may be canceled.
10. Dances, like any other weekend extra-curricular activity, requires students to be present in class on the **Friday** preceding the dance.
11. **In order to participate in Junior/Senior Prom, all obligations must be satisfied prior to purchasing tickets.**

STUDENT BULLYING

(Bullying, Sexual Harassment, Discrimination, Hazing)

Purpose: To maximize learning, every individual deserves a safe, comfortable environment, without interference.

Definitions:

Bullying – A person is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he/she has difficulty defending himself or herself.

Examples of behaviors that are considered bullying and that make an individual feel uncomfortable in their environment:

- Verbal – written or spoken put-down, threats, gossip, comments, or name-calling.
- Physical – unwanted touching, pushing, shoving, tripping, pinching, tickling, stalking, spitting, shunning, or exclusion.
- Sexual – verbal or physical unwelcome and unwanted conduct of a sexual or sexist nature, sexual propositions or threats, lewd comments or jokes, sexual gestures, obscene noises, leering, inappropriate or unwanted touching, unwanted use or display of pornographic materials.
- Racial/Ethnic/Religious – any harassment referring to a person's race, national origin, or religion.
- Cyber Bullying – Verbal or psychological bullying that occurs on the Internet through e-mail, instant messaging, or personal profile websites such as Facebook, Twitter, Snapchat or Instagram; and via cell phone by text messages or digital pictures.

Steps an individual should take if bullied:

1. Walk away.
2. Talk to a teacher, counselor, and/or administrator.
3. Write down the following:
 - a. What happened (who said/did what)?
 - b. When and where it occurred.

- c. Who else saw it?
 - d. How it made you feel.
 - e. What you did or said.
 - f. Who you told about this.
4. If comfortable, tell the person that his/her behavior (be specific) is bothering you and tell that individual to “stop.”

HAZING

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board of Education.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The Board encourages students who have been subject to bullying and/or hazing to report such incidents promptly to the building principal. The principal will conduct a thorough and impartial investigation as per board guidelines (*see board policy number 247 and 249*).

NOTE: If any attempt during the course of the harassment investigation to resolve or have the conflict cease is unsuccessful, the administration reserves the right at any time to refer the incident to the Whitehall Police Department. It will then be at the discretion of the police department whether harassment charges are filed in reference to Pennsylvania Crimes Code 2709 Harassment.

NON-DISCRIMINATION / TITLE IX SEXUAL HARASSMENT

The Whitehall-Coplay School District is an educational entity that believes in ensuring a safe, nurturing, healthy and non-discriminatory learning and teaching environment for all members of the school community. The Board also believes in ensuring the opportunity for all members of the school community to reach their full potential through access and participation in all District educational activities and programs.

Statement on Non-Discrimination

The Whitehall Coplay School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, ethnicity, national origin or age in its education programs and activities. The protection against discrimination extends to employment.

On May 19, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), published amended federal regulations implementing Title IX, the federal statute addressing discrimination on the basis of sex in education programs and activities. The regulations become effective on August 14, 2020.

In compliance with the new Title IX regulations, the Whitehall Coplay School District designates Mr. Christopher A. Schiffert, Assistant to the Superintendent as the Title IX Coordinator. Contact information for Mr. Schiffert is as follows:

- 2940 MacArthur Road, Whitehall, PA 18052
- 610-439-1431
- schiffertc@whitehallcoplay.org

Any questions regarding Title IX or the application of related policies can be directed to the Title IX Coordinator.

Please refer to WCSD Board Policies [103](#) and [104](#) for information related to Non-Discrimination / Title IX Sexual Harassment.

NON-EMERGENCY ANONYMOUS STUDENT TIPLINE

SAFE2SAY SOMETHING

www.safe2saypa.org
1-844-723-2729 (1-844-SAF2SAY)

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 the 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’s easy and confidential to report safety concerns to help prevent violence and tragedies.

S2SS works through 5 easy steps:

1. A tip is submitted via mobile app, [website](#), or by calling the PA based 24/7 Crisis Center.
2. The tip is then triaged by the Crisis Center to gather enough information to act on it.
3. The tip is delivered to the impacted school and, as needed, local law enforcement via 911 County Dispatch.
4. The school and, as needed, local law enforcement assess and intervene with the at-risk individual.
5. The school then closes out the tip and reports actions taken as a record for their school.

IMPORTANT TELEPHONE NUMBERS

Whitehall High School	610-437-5081
Whitehall-Coplay Middle School	610-439-1439
Zephyr Elementary	610-871-3671
Steckel Elementary	610-435-1521
Gockley Elementary	610-433-7551
Whitehall-Coplay School District Office	610-439-1431
Borough of Coplay Borough Office	610-262-6088
Coplay Public Library	610-262-7351

Whitehall Township Municipal Office	610-437-5524
Whitehall Township Public Library	610-432-4339
Coplay Police Administration	610-262-2288
Whitehall Township Police Admin.	610-437-3042
Police, Fire, Ambulance Emergency	911

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is designed to assist students who are experiencing academic, social, and/or emotional difficulties in their lives. The goal of SAP is to identify potential barriers that are interfering with a student’s overall well-being and to offer resources and support both in and out of school. The referral process is confidential and any staff member, student, or parent/guardian can complete a simple online referral form found on the high school website or by contacting anyone in the counseling department. [Referral forms](#) are available online and can be obtained through the district website. The SAP team is here to help students, not to punish them.

USE OF CAMERA SURVEILLANCE

To assist in ensuring the safety of our students, staff and visitors, camera surveillance equipment will be used for security purposes. This equipment may or may not be monitored at any time. Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities. District surveillance cameras will not be installed in “private” areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

HEALTH SERVICES

610-437-5081, ext. 1807

Only first aid, defined as the immediate temporary care given in case of accident or sudden illness, will be given in school. Parents are requested to make arrangements for necessary transportation when a student needs to go home, to the family doctor or to the hospital. In the case of an emergency, the nurse will request for an ambulance.

All students becoming ill or injured are not to contact a parent for pick up prior to seeing the school nurse. The nurse will notify the parent in the event the child is to be sent home or is in need of more medical attention. If the student contacts a parent for pick up prior to seeing the school nurse and the illness/injury does not warrant going home per district guidelines, the absence will be unexcused.

MEDICATIONS

If a student must take medication during the school day, a parent must deliver the medication with a completed [Medication Dispensing Form](#) to the school nurse, who will safely store the medication and administer the dosage as prescribed. Students may not carry or transport any medication, prescription or over the counter. A student may not possess medication in school as per the [WCSD Board Policy](#). Medication must be stored in the nurse's office.

The school nurse maintains health records. Parents/guardians are encouraged to share any information with the school nurse that may be helpful in updating the current health records.

LIBRARY

Hours: Monday through Thursday: 7:30am – 4:00pm
Friday: 7:30 am – 3:05pm

The library is closed when school is not in session.

WEBSITE: <https://sites.google.com/whitehallcoplay.org/whslibrary>

STUDENT USE OF LIBRARY

- Library access and use is a privilege. Socialization must never be disruptive to others' productivity.
- Students must have a signed teacher pass or library pass to utilize the library.
- Unless specified by the teacher or librarian, students are expected to remain in the library for the duration of the period.
- Students are not permitted to use the library during their lunch period.
- Students entering the library are required to sign-in upon arrival.

STUDY HALL USE

- Students who want to use the library during study halls must attain a library designated study hall pass between 7:30am – 8:00am.
- Passes are available in the library at the circulation desk.
- Without a library study hall pass, students are limited to fifteen minutes.

BORROWING MATERIALS

- Maximum of five items may be borrowed at a time.
- Loan period for materials is two weeks.
- Borrowing privileges are suspended until all overdue materials are returned and/or fines paid.
- Students are financially responsible for all lost or damaged items. Any outstanding obligation remaining at the end of the school year will be handled by administration and may impact release of records and participation in graduation.

LIBRARY TECHNOLOGY USE GUIDELINE

The computers in the library are for **educational use only** with a priority on **information research**.

1. Food or drink of any kind is not permitted in the library.
2. You may print **ONLY ONE COPY** of any paper that was typed by you.
3. Printing must be aligned with instructional objectives and may be restricted.
4. Information and research may be saved to a personal USB or school Google Drive; however, all copyright infringements are the student's responsibility.
5. Personal programs, CD/DVDs, and microphones are not permitted.
6. You may not touch or change any of the controls, connections, settings, or programs on these computers.
7. **NON-EDUCATIONAL SITES**, including chat rooms, instant messaging, social media sites, etc. are not permitted.
8. You may not use these computers for any illegal activity.
9. Any violation of these guidelines, and all others found in the **Whitehall-Coply School District Technology Use Policy #815 and subsequent addendums and attachments** will result in disciplinary actions for the violator. In some cases legal action and loss of computer privileges may apply.

Students who lose their library privileges will need to use an alternate library for research work. This also includes after school hours.

The acceptable use of the electronic communications systems and network policy is available for review on the district web site at www.whitehallcoplay.org Click on the “**Technology Policy**” link. This policy and any/all updates and/or additions shall remain in force through the student’s school career with Whitehall-Coplay School District. It is the responsibility of the student to read and follow the policy and any supplements that may be added hereto as amendments or additions.

ACTIVITY BUS GUIDELINES

4:00 p.m. – Front of High School

- Students must sign up on the activity bus form, before 2:30 PM. This form will be posted to teacher google classroom sites.
- Failure to properly sign up may result in a student not being able to ride the activity bus, disciplinary consequences and/or loss of activity bus privileges.
- **The activity bus is available for students participating in school sponsored activities. Students who leave the campus for any other reason, will not be permitted to ride the activity bus.**

TRANSPORTATION OFFICE

610-437-4780

Call the above number for support regarding transportation. Students and parents are advised that buses are equipped with video recording devices to assist drivers in providing safe transportation of students.

EXTRACURRICULAR ACTIVITIES AND PROGRAMS

[Board Policy 122 - Extracurricular Activities](#)

Extracurricular activities offer many opportunities for a student to develop character and self-expression. A student must arrive before 11:10 a.m. and must be an excused tardy on the day of the activity in order to be eligible to participate in that activity.

Student extra-curricular activities and athletic programs are governed by school Rules of Responsible Behavior and the Student Code of Conduct. Copies of the Code of Conduct can be obtained from the athletic office.

EQUAL ACCESS

The school district shall provide the opportunity for non-curricular related student groups to meet on school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of speech at such meetings. Such meetings must be voluntary, student-initiated, not sponsored in any way by the school, its agents or employees. The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

ATHLETICS

[Board Policy 123 - Interscholastic Athletics](#)

610-437-5081, ext. 1816

Intramural and interscholastic athletic activities are available to all students. Additional information, including the Code of Conduct, is available [online](#) and in the Athletic Office.

BEHAVIOR AT ATHLETIC EVENTS

School rules and good sportsmanship apply.

Poor sportsmanship may cause the event to be forfeited and the citation of our school by the league and/or the Pennsylvania Interscholastic Athletic Association. Fans exhibiting unsportsmanlike behavior may be ejected from the venue.

Policy on Sportsmanship:

The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the EPC as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity. The EPC and its member schools reserve the right to eject any spectators whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary actions.

Student Participants:

- Treat opponents with respect; shake hands prior to and after contests as indicated by the sport's protocol.
- Respect the judgment of contest officials, abide by contest rules, and display no behavior that could incite the fans.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community.

Spirit Groups:

- Lead desired crowd response using only positive cheers, sign, and praise without demeaning or antagonizing opponents.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know the rules and strategies of the contest in order to cheer at proper times.
- Recognize outstanding play of both teams.
- Maintain enthusiasm and composure, serving as a role model of positive behavior.

Parents/Students and Other Fans:

- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others.
- Respect decisions made by the officials.
- Be a role model by supporting teams in a positive manner, including the content of cheers.
- Respect other fans, coaches, and participants.
- Be a fan, not fanatic.

CLUBS

The high school has a voluntary [club program](#). Clubs meet before and after regular school hours. Each year the number and type of clubs vary depending on requests of the students. Groups wishing to form a club should go to the main office to request a meeting with the designated administrator in order to initiate the process.

BULLETIN BOARDS AND POSTERS

Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the

school district's educational program. Students who wish to distribute or post non school materials on school property shall submit them one (1) day in advance of planned distribution or posting to the building principal or designee. Such materials shall be officially dated, and the school may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting. Approved materials are to be displayed on designated bulletin boards only.

PUBLICATIONS

Students have an opportunity to participate in *The Breeze*, Whitehall's newspaper, and *The Whitehall*, the school's yearbook.

CLASS DUES

Class dues are determined by each class. The dues defray the cost of class activities such as the junior/senior prom and caps/gowns for graduation. Dues must be paid, or they are carried as an obligation from year to year.

OUTSTANDING OBLIGATIONS

While attending Whitehall High School it is the student's responsibility and obligation to maintain and return items lent to them. Please note, in order to participate in Junior/Senior Prom, all obligations must be satisfied prior to purchasing tickets. The following is a partial list of such items:

Textbooks	Library/Reference Books
Damaged Property	Fundraising
Assigned Tools/Calculators	Unpaid Work Projects
Chromebooks, chargers, bags	

Please note that final report cards will be withheld for any student who has an outstanding obligation.

WORKING PAPERS

According to [child labor laws of the state of Pennsylvania](#), all persons between 14 and 18 must have a working permit in order to engage in full or part-time employment. Working papers are issued by Whitehall High School to all residents of the school district who are affected by the law. To begin the application process, **a parent/guardian or student** must come to the main office of the high school to request administrative approval to determine eligibility based on attendance and grades. If approved, a parent/guardian and/or student must provide the following: student's birth certificate, passport, or green card. Students must be in good standing (academic/attendance) in order to receive working papers.

VISITORS

All visitors must show photo ID when they enter the building. Visitors must enter the building through the main entrance lobby to obtain a visitor badge. Students are not permitted to bring visitors to the school.

VOLUNTEERS

In accordance with [WCSD Board Policy](#), all volunteers and any individual who will have direct contact with students shall complete a volunteer disclosure sheet and be approved by the appropriate administrator. A record of their names and a brief description of the service performed shall be maintained via the visitors log at the building level.

For further information, please refer to the [WCSD Board Policy #916 – School Volunteers](#).