



2550 Greensburg Pike, Pittsburgh PA 15221-3683

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### **Our Vision:**

All students are empowered to embrace learning, to excel, and to own their future with the confidence to take risks to find their passion.

### **Our Mission:**

The core purpose of the Woodland Hills School District is to establish one community of learning that creates new opportunities while sustaining established, successful programming for students, through relationships, relevance, and rigor one student at a time.

### **Goals**

- **Relationships:** Our district creates a pathway to assist students in achieving their educational and personal goals leading to a fulfilling future within the greater community.
- **Relevance:** Our vision is to prepare and motivate our students for a rapidly changing world by instilling in them critical thinking skills, a global perspective, and a respect for core values of honesty, loyalty, perseverance, and compassion. Students will have success for today and be prepared for tomorrow.
- **Rigor:** Our district's vision is to provide student-centered, culturally responsive educational programs that challenge all learners to perform at their highest potential.

### **The Beliefs of Woodland Hills Senior High School**

- All students can learn and are capable of achieving high standards.
- Effective schools encourage all students to be resourceful and accept challenges as positive learning experiences.
- The best schools encourage a love of life-long learning and the development of self-esteem.
- Students are motivated to learn when they can apply what they have learned to their lives.
- An effective curriculum promotes understanding and appreciation of all people and cultural backgrounds.
- Student success is best achieved through the cooperation of home, school and community.
- Students learn best in safe and orderly places.
- Educated students will become productive citizens in the local and global communities.
- Student pride in self, school and community will strengthen the Woodland Hills community.
- Student participation in extracurricular activities is an important component of a well-rounded education.
- On-going staff development and training is essential to maintain a quality education program.
- Students must possess the technological skills required in the information age.
- Diversity is our strength.

## **ALMA MATER**

*Joined in bond from day to day  
Friendships made along the way.  
Ties that bind us like a ring  
Alma Mater praises sing.*

*Sons and daughters stand up tall  
Let thy banner never fall.  
May she wave in our hearts as we live.*

*We will rise and sing;  
Our voice they will hear;  
Colors raised, victory's ours,  
Alma Mater dear.*

*Many days will pass us by,  
But the memories never die.  
Alma Mater, Dear Woodland Hills High.*

### **Dear Students:**

On behalf of the entire staff, we welcome you to the Woodland Hills Senior High School. This handbook has been prepared to help you understand the total school program. It lists important dates, outlines school policies and procedures, and includes expectations for student behavior. We encourage you to become familiar with this handbook and to review the contents with your parents or guardians. Students will be held directly accountable for understanding the contents of this handbook. If you need assistance or further information, your teachers, counselors, administrators, and other personnel will be glad to help you. As you face the challenge of this year, we wish you success.

Sincerely,

### *The Administrative Team*

Mrs. Shelly Manns, Co-Principal, [mannsh@whsd.us](mailto:mannsh@whsd.us)  
Mr. Berchman Grinage, Jr, Co-Principal, [grinbe@whsd.us](mailto:grinbe@whsd.us)  
Dr. Lesley McDonough, Assistant Principal, [mcdole@whsd.us](mailto:mcdole@whsd.us)  
Mr. Timothy Brown, Dean of Students, [browti@whsd.us](mailto:browti@whsd.us)  
Mr. Marlon Youngblood, Supervisor of Student Behavior, [younma@whsd.us](mailto:younma@whsd.us)  
Mr. William Ferguson, Security, [fergwi@whsd.us](mailto:fergwi@whsd.us)

**Student Handbook Introduction**

The purpose of the Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In a case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail.

Students and parents/guardians should be aware that the document is reviewed annually, because policy adoption and revision is an ongoing process. These changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the Woodland Hills School District. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

**School Board of Directors**

Terri Lawson, President  
Laura Arthrell, Vice President

Tamara Allen-Thomas  
Michael Belmonte  
Doneika Griffin

Karen Lyons  
Sara Raszewski  
Darnika Reed  
Melanie Timbers

**School Board Meetings**

The Woodland Hills Board of School Directors holds two regularly scheduled meetings each month; both are open to the public. The second Wednesday of each month is an Agenda Setting Meeting. The third Wednesday of each month is the Legislative Meeting. All meetings are scheduled at the Woodland Hills Administration Building at 7:00 pm unless advertised otherwise.

**REGULAR DAILY SCHEDULE**

*\*Students arriving after THEIR DESIGNATED TARDY BELL, will be marked tardy and must get a tardy pass from the front office.*

*\*Schedule may be adapted by Building Principal*

Student start time: 7:20 am

Student dismissal time: 2:25 pm

All lunch periods are 30 minutes

Travel time between classes is 4 minutes

1	7:20 – 8:12	1	7:20 – 8:12	1	7:20 – 8:12
2	8:16 – 9:01	2	8:16 – 9:01	2	8:16 – 9:01
3	9:05 – 9:50	3	9:05 – 9:50	3	9:05 – 9:50
4	9:54 – 10:39	4	9:54 – 10:39	4	9:54 – 10:39
<b>AL</b>	<b>10:39 – 11:09</b>	5A	10:43 – 11:28	5A	10:43 – 11:28
5B	11:13 – 11:58	<b>CL</b>	<b>11:28 – 11:58</b>	6A	11:32 – 12:17
6B	12:02 – 12:47	6B	12:02 – 12:47	<b>EL</b>	<b>12:17 – 12:47</b>
7	12:51 – 1:36	7	12:51 – 1:36	7	12:51 – 1:36
8	1:40 – 2:25	8	1:40 – 2:25	8	1:40 – 2:25

*\*Any student arriving after 7:20am, will be marked tardy and must get a tardy pass from the front office*

*\*Schedule may be adapted by Building Principal*

***Forbes Career and Technology Center***

**AM Forbes**

- Period one (1) and returns end of period four (4)

**PM Forbes**

- End of period three (3) and returns the beginning of period seven (7)

***The Work|Study bus will be at the school at 11:25 and leave by 11:40.***

***\*\*\*Students are not permitted to be in the building after dismissal unless they are working directly with a teacher, coach, or sponsor.***



## **TWO HOUR DELAY SCHEDULE**

1	9:20- 9:50 ( 30 min)	1	9:20- 9:50 (30 min)	1	9:20- 9:50 (30 min)
2	9:59- 10:29 (30 min)	2	9:59- 10:29 (30 min)	2	9:54- 10:29 (30 min)
3	10:33- 11:03 (30 min)	3	10:33- 11:03 (30 min)	3	10:33- 11:03 (30 min)
4	11:07- 11:37 (30 min)	4	11:07- 11:37 (30 min)	4	11:07- 11:37 (30 min)
A	11:37- 12:07 (30 min)	5A	11:41- 12:11 (30 min)	5A	11:41- 12:11 (30 min)
5B	12:11-12:41 (30 min)	B	12:11- 12:41 (30 min)	6A	12:15- 12:45 (30 min)
6B	12:45- 1:15 (30 min)	6B	12:45- 1:15 (30 min)	C	12:45- 1:15 (30 min)
7	1:19- 1:49 (30 min)	7	1:19- 1:49 (30 min)	7	1:19- 1:49 (30 min)
8	1:53- 2:20 (27 min)	8	1:53- 2:20 (27 min)	8	1:53- 2:20 (27 min)

***\*Schedule may be adapted by Building Principal***

### **AM Forbes**

- Report to the designated area at 9:00 am
- Students will be assigned rooms from the designated area

### **PM Forbes**

- Will leave at 9:35 am or when called via the PA system
- Returns at 12:30pm

## **ACADEMICS**

### **Class Participation Grades – 9-12**

Research shows a strong correlation exists between a student's attendance and academic achievement. A successful completion of a course is much more than merely passing exams. Exam grades verify a student has learned a measured amount of information during a grading period, but they do not measure the total amount of learning acquired during a grading period.

Daily classroom interactions and experiences complete the learning process. The daily instructional activities and interactions between teachers and students are invaluable. They can never be exactly duplicated in any other manner. For these reasons, a daily classroom participation grade will be given in all courses. Students will earn course points for each day of attendance and participation. In total value, the class participation grade will be approximately equal to a major exam grade or project grade in each grading period following procedures established by the classroom instructor. Students who have excused absences will not be penalized by losing participation points.

### **Course Registration Information and Drop/Add Procedures and Deadlines**

Students are expected to make course selections with care and in consultation with parents, guardians, teachers and counselors.

1. Schedule changes during the first semester will be limited to those students that eliminate schedule conflicts or adjust a schedule upward to meet graduation or periods-per-week requirements. **NO CONVENIENCE CHANGES WILL BE MADE.** Final approval for changes will be made by the Principal.
2. The last day to drop a year-long course is September 13th. The last day to drop a semester course is September 13th (1st semester) and February 7th (2nd semester). Final approval for changes will be made by the Principal.
3. In selecting a course, a student is making a commitment to the entire length of the school year or semester, if applicable. A student will receive two 9-week grades and a mid-term exam grade in a semester course. A full-year course includes four 9-week grades, mid-term exams and a final exam grade.
4. Students are required to monitor their schedules and graduation requirements to be certain they are scheduled for all their required courses for graduation.
5. All students will be required to satisfactorily complete 1.5 credits of physical education and 0.5 credits of health education.
6. All students are required to pass all CORE classes during each of their high school years (grades 9, 10, 11, 12). Those students who fail will be expected to attend a summer school program approved by Woodland Hills Senior High School administration in order to make up for the deficiency.
7. Grade level standing will be determined by completion of the following number of credits:

## COMPLETED CREDITS TO MOVE

<u>GRADE LEVEL</u>	<u>TO NEXT GRADE LEVEL</u>
9	5
10	12
11	19
12	25

**\*All students need a total of 25 credits for graduation.**

### Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
50% - 59%	F

*\*Forbes Road students will receive a grade from Forbes every nine weeks.*

### Grading System

Teachers are required to inform all of their students of the grading and evaluation procedures that will be used in all of their classes. This will be accomplished via oral and written communication. Parents/Students can also monitor grades using the district adopted online grade book for which every student will have a username and login provided to them.

Teachers will call the parent/guardian of any student in danger of failing for the grading period in sufficient time for the student's parent/guardian to make the necessary academic changes in an attempt to pass the class.

***\*The parent/guardian of all students dropping two or more letter grades must be called by the issuing teacher prior to the close of the grading period.***

### Honor Roll

Distinguished Scholar	4.00 +
High Honors	3.50-3.99
Honors	3.00-3.49

***\*Students cannot be on the Honor Roll if they: (1) have incomplete grades; (2) received any grade below 70; (3) are in violation of the district's attendance policy.***

### Mid-Term and Final Exams

The average of the 9-week grades will be equal to 90% of the final grade.

There will be a mid-term and final examination given for all courses offered at Woodland Hills Senior High School. The mid-term and final examination will each count for 5% of the final course grade.

### Plagiarism

Plagiarism is the act of **intentionally or unintentionally** treating work done by someone else as though it were your own. Plagiarism is a very serious offense that usually warrants a very serious penalty, such as loss of points, a failing grade or loss of course credit.

1. **DO NOT** use exact words from a source without putting them inside quotation marks and giving credit to the source.
2. **DO NOT** reword a passage without giving credit to the source.
3. **DO NOT** summarize a passage without giving credit to the source.
4. **DO NOT** use statistics without giving credit to the source.

Students who engage in plagiarism or are in violation of the Plagiarism Policy are subject to disciplinary action that may include, but not be limited to, the following: a grade of zero for the assignment, or a failing grade for the grading period or other disciplinary measures as seen fit by administration.

### Qualifications for Commencement

In order for any student to participate in Commencement, the following requirements must have been satisfactorily completed:

- A. All state and local requirements for graduation have been successfully completed. Twenty-five (25) credits, including all required courses and electives with a passing grade. Only courses taken in grades 9 through 12 apply and the distribution of credits must be as follows:

### Graduation Requirements

ENGLISH	4.0 CREDITS
SOCIAL STUDIES	3.0 CREDITS
MATHEMATICS	3.0 CREDITS
SCIENCE	3.0 CREDITS
ADDITIONAL MATH or SCIENCE	1.0 CREDIT
PHYSICAL EDUCATION (1.5) & HEALTH (.5)	2.0 CREDITS
TECHNOLOGY/COMPUTER LITERACY	1.0 CREDITS
ARTS AND HUMANITIES	2.0 CREDITS
ELECTIVES	6.0 CREDITS
<b>TOTAL REQUIRED</b>	<b>25.0 CREDITS</b>

- All students graduating from Woodland Hills Senior High School must complete a graduation project that fulfills the requirements of the Woodland Hills School District and Woodland Hill Senior High School.
- **All** obligations must be cleared by the designated date (return all textbooks, athletic equipment, library books, detentions, suspensions, monies owed). All obligations must be paid by cash or money order by the designated date, but not later than two school days before commencement.
- If a student is under a suspension, he/she will not be eligible to participate in the ceremony.
- A student will be denied participation in the graduation ceremony by administrative action when personal conduct warrants or the student has failed to meet all of the graduation requirements.
- Students are to dress appropriately for the commencement ceremony. Specific details about professional dress requirements will be provided when it gets closer to graduation. This is a once in a lifetime milestone!

## Report Cards

Every nine weeks students will receive report cards to inform them and their parents/guardians of progress in each subject. These report cards will not be mailed out, rather parents, communication will be sent reminding parents to check the PowerSchool portal for report card information. The report card will have a percentage mark and a teacher comment. Report cards will also list attendance and tardiness.

## Report Card Distribution Dates for 2024-2025

Report cards can be viewed via PowerSchool on November 1, 2024, January 24, 2025, April 3, 2025, and June 9, 2025. Information regarding options for credit recovery will be provided at the end of the school year if available.

## Special Test Dates: 2024-2025: Advanced Placement (AP) Examinations

Date	Morning 8 a.m.	Afternoon 12 p.m.
May 5, 2025	Biology Latin	European History Microeconomics
May 6, 2025	Chemistry Human Geography	United States Government and Politics
May 7, 2025	English Literature and Composition	Comparative Government and Politics Computer Science A
May 8, 2025	African American Studies Statistics	Japanese Language and Culture World History: Modern
May 9, 2025	Italian Language and Culture United States History	Chinese Language and Culture Macroeconomics
May 12, 2025	Calculus AB Calculus BC	Music Theory Seminar
May 13, 2025	French Language and Culture Precalculus	Environmental Science Physics 2: Algebra-Based
May 14, 2025	English Language and Composition German Language and Culture	Physics C: Mechanics
May 15, 2025	Art History Spanish Language and Culture	Computer Science Principles

		Physics C: Electricity and Magnetism
May 16, 2025	Physics 1: Algebra-Based Spanish Literature and Culture	Psychology

**Keystone Exams Testing Dates (Grades 9-12)**

Spring: May 12- May 23, 2025  
 Summer: July 28 - August 1, 2025

**PSAT/NMSQT**

Saturday, October 12, 2024 or October 26, 2024

*\*Testing begins at Woodland Hills Senior High School, 7:15am  
 \*Students must register at Woodland Hills Senior High School*

**Scholastic Aptitude Test (SAT)(College Boards)**

<u>Test Date</u>	<u>Registration Deadline</u>
August 24, 2024	August 9, 2024
October 5, 2024	September 20, 2024
November 2, 2024	October 18, 2024
December 7, 2024	November 22, 2024
March 8, 2025	February 21, 2025
May 3, 2025	April 18, 2025
June 7, 2025	May 22, 2025

*\*If an AP exam is scheduled on a date when Woodland Hills students do not have school, those students taking the exam(s) must still report to school at the specified time(s), the use of WHSHS as a test center for these dates is subject to change by the testing service.*

**Credit Recovery**

Students who have failed courses or are credit deficient, may enroll in credit recovery courses. These online courses are offered through the district. School Counselors will provide more information about this program if the student qualifies.

**ATHLETIC & ACTIVITY EVENTS**

Guidelines for student behavior apply and are in effect at all school activities. Students are expected to behave in a sportsmanlike manner at all athletic events.

**Activity Fund**

Clubs and other organizations in the high school are required to deposit money and pay invoices through the WHSHS Activity Fund Account. Detailed instructions for the processing of funds will be given to each organization’s sponsor and treasurer when the Activity Fund Treasurer issues a check order book to the organization.

Groups are not to establish separate accounts or keep sums of cash in the classrooms or other areas outside of the school. ***All funds must be deposited with the Activities Secretary the day the funds are collected.***

All fundraising activities must be approved by the district administration. Tickets or articles of any type other than those associated with school-sponsored events are not permitted at any time. All fundraising sales must follow the Wellness Policy guidelines established by the WHSD Board of Education. Games of chance are not permitted on school grounds at any time.

## **Activity Scheduling**

SPONSORS must discuss the activity with the proper administrator. After the SPONSOR has received the approval of the administrator and has determined that no conflicts exist, the activity can be scheduled on the activity calendar, which is located in the high school office.

## **Class Elections**

The following rules apply to all class elections held at Woodland Hills Senior High School:

1. A letter of candidacy must be submitted to your respective class sponsor. The letter must list your name, the office for which you are a candidate, and your qualifications and platform. This letter should be word-processed and double-spaced.
2. A petition for nomination, with a minimum of fifty (50) class signatures, which includes their first period room number and date of birth must be submitted to your respective class sponsor.
3. Majority of votes wins.
4. Campaign posters and handouts must be of a positive nature. All posters must have the approval of the class sponsors and the administration before they are displayed. They must be removed at the close of the balloting.

## **Hazing Policy**

It is the policy of Woodland Hills Senior High School that its school will provide a safe, orderly, civil and positive learning environment, Hazing has no place in the school and will not be tolerated. Accordingly, Woodland Hills Senior High School adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

“Hazing” is any act committed by a person, whether individually or in concert with others, against a student in connection with action or activity related to becoming a member of an organization, whose members primarily are students of Woodland Hills School District (i.e., athletic teams, clubs, cheerleading, band), and which is intended to have the effect of humiliating, intimidating, or demeaning the student or endangering the mental or physical health of the student. “Hazing” also includes soliciting, directing, aiding, or participating actively or passively in the above acts. Disciplinary action for hazing will be taken whether the hazing occurs on or off school grounds.

Examples of hazing include but are not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, placing a harmful substance on or in the body, or other similar activity.
- Any type of physical activity such as sleep deprivation, exposure to the elements, confinement to a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the safety of a student.

- Any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects a student to an unreasonable risk of harm.
- Any activity that induces, causes, or requires a student to perform a duty or task which involves the commission of a crime or an act of hazing.

## Hazing Reporting

Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach of any extracurricular team, teacher, school nurse, guidance counselor, or school administrator. Staff members who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the high school principal, or, in the event of the unavailability of the principal, any other school administrator. The report may be given in writing or orally. If the report is made orally, the receiver shall make a written record of the incident.

It shall be a violation of this policy for a person to retaliate against any student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

If the investigation concludes that a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action including, but not limited to, suspension, expulsion from extra-curricular activities and/or from school, and notification to proper law enforcement agencies.

If the investigation concludes that two or more students from the same organization, athletic team, or other extra-curricular activity directed, engaged in, aided or otherwise participated in actively or passively an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.

## Meeting Times

Class clubs or other extra-curricular activities excluding sports should be concluded by 3:40 pm unless an extension of time is granted by the administration. Sponsors must be present for all activities.

## School Social Events

**Homecoming, Prom, Senior Dinner/Dance**  
(any other Social Events sponsored by the Senior High School)

When the dance/social event is on a school day, the attending student must be in school on the day of the event in order to be eligible to attend. If the dance/social event is on a non-school day the student must be present the day prior to the event. All day attendance is required on these days. If a student is suspended or has failed to fulfill detention obligations, he/she will not be eligible to attend or participate in a school event, per the principal's discretion. **Students may have the opportunity to complete specific or proposed community service projects to earn back the privilege of attending such events.** The principal has the responsibility to assure the health, safety and welfare of all Woodland Hills students and may make the necessary decisions regarding event attendance to do that.

Students must be high school students (grades 9-12) or high school graduates. The maximum age for non-high school students attending the dance/social event is 20 years old. Students from other high schools will need a signed permission slip from their school's principal. Students from other schools on academic probation or with attendance or behavior issues will not be permitted to attend. Students who are not attending high school or have dropped out of high school will be considered on a case by case basis by administration. All school rules will be in effect during the dance/social event.



If your date is not a Woodland Hills High School student, you will be responsible and liable for their actions. All non-Woodland Hills students will be required to complete a permission slip. Guests of Woodland Hills' students are required to abide by all school rules and policies. All dance/social event permission slips will be verified by a telephone call from the high school office. **The prom is a formal event.** Students and guests are expected to dress appropriately for this formal event and exhibit behavior reflecting the dignity of this prestigious affair. Radios, headphones, and jeans are not permitted. Follow the appropriate formal dress guidelines. ***Any student who does not conform will be subject to disciplinary action by administration and asked to leave the dance without refund of ticket cost.***

## **Woodland Hills School District Updated Student Tobacco Policy**

### Student Possession and Use of Tobacco and Nicotine Products

#### **Purpose**

The Woodland Hills School District recognizes that tobacco and e-cigarette (or vaping) products present a health and safety hazard that can have serious consequences for users, nonusers, and the school environment. Nicotine, the chemical found in tobacco products, is a highly addictive drug that causes changes in brain chemistry, leaving the brain craving more. The purpose of this tobacco and nicotine policy is to show the WHSD'S commitment to the health and well-being of its students, teachers, administrators, and staff.

#### **Definitions**

The term tobacco product includes but is not limited to:

- a) Any lighted or unlit cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, hookah, snuff, and snus.
- b) Any electronic device that delivers nicotine or another substance to a person inhaling from the device such as electronic nicotine delivery systems (ENDS), electronic cigarettes (e-cigarettes or e-cigs), or vaping device (disposable or reusable)
- c) Any product containing, made, or derived from either natural or synthetic tobacco or nicotine

#### **Prohibitions**

The Woodland Hills School District prohibits possession, use, purchase, or sale of tobacco and vaping products as defined above by or to students at any time in a school building, on school busses or other vehicles owned, leased, or operated by the District, on property owned, leased, or controlled by the District, or at school-sponsored activities that are held off school property.

#### **Communication**

This Tobacco and Vaping Policy shall be posted in the school office and published on the WHSD website and student handbooks. No Smoking and No Vaping signs shall be posted at school entrances, in restrooms, and other locations where students, staff, and teachers gather.

## Enforcement

Nicotine dependence makes smoking and vaping cessation extremely difficult. Programs such as American Lung Association's four session INDEPTH program provide resources, education, and support for students struggling with nicotine addiction.

Students found in violation of this Tobacco and Vaping Policy shall be enrolled in and required to attend the American Lung Association's INDEPTH program or similar program for nicotine education, prevention, and health.

Repeated violations of this Tobacco and Vaping Policy shall result in additional penalties commensurate with WHSD procedures.

## ATTENDANCE

Nation-wide educational research shows that regular school attendance with very limited absence has a DIRECT CORRELATION to increased student achievement. Woodland Hills Senior High School's attendance vs. academic performance data also reflects that **INCREASED STUDENT ATTENDANCE LEADS TO INCREASED ACADEMIC ACHIEVEMENT.**

The attendance policy is adopted in recognition of the relationship between attendance and learning. Real learning and development are less likely to occur when there are inadequate opportunities for interaction between students and teachers. The following sets forth the consequences of failing to meet acceptable attendance standards:

### Compulsory School Attendance Law

In Pennsylvania all children of "compulsory school age" must attend school. Failure to do so will result in disciplinary consequences:

**FIRST OFFENSE:** When a pupil has three days or equivalent of a verified unlawful absence, a first offense notice will be served on the parents.

**SECOND OFFENSE:** If additional unlawful absences occur, a second offense notice will be turned over to the magistrate for each additional absence.

**It is the responsibility of the student and parent/guardian to be familiar with the Woodland Hills High School Attendance Policy. Both unexcused and excused absences are applicable to the attendance policy.**

The front office will keep an accurate record of absences as required by the Compulsory Attendance Laws of Pennsylvania. In order to do so, the parent/guardian **must complete a student excuse form for every full or partial day of absence.** This includes being tardy to school and early dismissals from school. For convenience, these forms have been included in the appendix of this handbook.

**Days of absence not counted toward the policy** are those "missed while on out-of-school suspension, "missed while on field trips or any school sponsored or initiated activities," "missed



when school bus transportation is unavailable," or missed while "on homebound instruction or institutionalization".

A good attendance record is an excellent recommendation in and of itself for future school and career opportunities. The following are all LEGAL reasons for a student's absence:

- Student illness as verified in writing by parent or physician
- Death in the immediate family
- Quarantine
- Observance of a bona fide holiday in accordance with the student's religious beliefs
  - Family educational trips and tours (approved in advance)
  - Court appearance (written verification required)
  - School sanctioned education trips or tours
- Suspension from school

Students must verify absences with a written note on the day a student returns to school, but no later than three days following the absence. Please contact the social workers if you have any questions about your student's attendance. Absentee notes must be turned in by the student to the main office.

All other excuses other than the above will be considered ILLEGAL, but may be reviewed on a case-by-case basis by the Administration.

The note must contain the following information

- Student's name (first and last)
- Grade level
- Reason for absence
- Days and dates of absences
- Signature of parent or guardian
- Phone number where a parent or guardian can be contacted during the day
- Attach physician/subpoena statement if necessary

Parents/guardians will receive an automated call for each day their child is recorded as absent. Errors should be reported immediately. **The parent must write an excuse note and have the student return it to the attendance secretary upon return.**

## **Attendance Procedures**

### Excuses for Absences

A student who has been absent must present an excuse from the **parent/guardian** for the absence within 3 days of the last day of absence. When a student has an excused absence, the student will have the opportunity to make up any missed work or points, without penalty.

### **Questionable Absences**

The fact that a parent/guardian has submitted a written (Student Absence Report) explanation does not automatically mean the absence is **EXCUSED**. Cases of erratic or patterned absences will be

called **QUESTIONABLE**. The parent/guardian may have to supply additional supportive documentation to the building principal for review. If this is not done, the absence or absences will be called **UNEXCUSED/UNLAWFUL**.

### **Unexcused Absences**

A student *may not receive credit for any work, including tests, missed because of an unexcused absence from class and/or school*. Unexcused absences include but are not limited to: failing to turn in a note after an absence, cutting class, etc.

### **Tuancy**

**\*Section 1341 - Duty to Employ: Power of Arrest; Certification.** The board of school directors of every school district of the first, second, or third class, shall, and in any school district of the fourth class, may employ attendance officers, or home and school visitors, whose duties shall be to enforce the provisions of this act regarding compulsory attendance. Such attendance officers, or home and school visitors, shall, in addition to the duties imposed upon them by the provisions of this act, have full police power without warrant, and may arrest or apprehend any child who fails to attend school in compliance with the provisions of this act, or who is incorrigible, insubordinate, or disorderly during attendance at school or on his/her way to or from school.

As per the Woodland Hills School District procedure, after the third illegal absence the Attendance Coordinator will send a "first notice" to the parent/guardian. Any further illegal absences will result in a citation being issued through the magistrate's office. State law allows for fines of \$300 plus costs and suspension of the student's driver's license.

### **Early Dismissals**

**To ensure the safety of our students and maintain accurate attendance records, all students must follow this procedure to be released for an early dismissal from school:**

1. The parent/ guardian is to write a note requesting an early dismissal. Students are not permitted to write their own Student Excuse Form regardless of their age. The cut off time for early dismissal is 2:00 p.m.
2. Prior to the first period on the morning of the early dismissal, the student is to drop off the request for early dismissal at the Main Office.
3. **The parent/guardian must call the Main Office (412-244-1100)** to verify the request for early dismissal. To avoid confusion and/or delay confirmation calls should be made no later than 9:00 a.m. on the day of the early dismissal.
4. **The student must report to Main Office and sign out** before leaving the building.
5. NO STUDENT will be permitted to leave campus via any ride sharing services unless verbal parental consent has been given.

### **Tardies**

**No student will be permitted to enter the building after 9:00 a.m. without a parent/guardian present.**

It is the student's responsibility to arrive to school and to classes on time. Tardiness disrupts the educational process by interrupting classroom work: therefore, every possible effort should be made

not to be tardy for school or class. In every class period the instructor/monitor is to record the time of a student's late arrival as well as keep a running tally of the student's number of tardies to the class period.

**1. Tardy to School: Students who are tardy to school must report to the office immediately upon entering the building.**

a) Once in the Main Office, the time of the student's arrival to school will be recorded, and the student will be issued a late entry slip to be shown to the teacher(s) of the class(es) the student missed as a result of being tardy to school.

b) The student may be "tardy to school" **four times per** semester without facing a disciplinary consequence. **Beginning with the fifth unexcused tardy to school detention may be assigned and/or other interventions.** The number and frequency of the student's unexcused tardies may be considered in determining the form of disciplinary action taken by the Main Office. In addition, the student's parking privileges may be suspended or revoked.

c) If the student was **tardy to school for medical reason**, upon entry into the building **the students should submit a doctor's note.** Excused tardies will NOT count against the student.

## **GENERAL INFORMATION**

### **Academic Integrity**

Students will assume full responsibility for their academic work. Students should not attempt to lie, cheat, or display any other acts of academic dishonesty during the course of the school year. Some examples of academic dishonesty are as follows but not limited to:

- Taking and/or transmitting pictures of assessments
- Copying another student's work with the intent of submitting it as one's own
- Asking for or disclosing testing materials
- Using "cheat" sheets
- Utilizing a calculator or other electronic device against teacher direction
- Willingly sharing your work with another student when expected to work individually
- Use of artificial intelligence to produce work for submission as one's own work.
- Using work in multiple classes unless given permission by the teacher(s)

If a student is caught displaying academic dishonesty, they will be subject to disciplinary action by the teacher and/or administrator.

### **Announcements**

Announcements, which are pertinent to the operation of the school day, will be read each morning during the first period and/or in the afternoon on the PA system. Other announcements concerning students may be included on the faculty bulletin. It is the student's responsibility to attend to announcements pertaining to them.

### **Assemblies**

Throughout the year assembly programs are presented for your education and enjoyment. A section will be reserved in the auditorium in which you are to sit with your assigned teacher. Seating arrangements for special assemblies and those held in the stadium or gymnasium will be announced.

### **Assembly Behavior**

Students are expected to be quiet, orderly, and considerate of the rights of others during an assembly and to exhibit proper behavior and respect for the presenters.

## **Breakfast**

Breakfast is available to all Woodland Hills Senior High students. Students may pick up a breakfast at designated areas upon entering school and should report directly to class. Students are NOT to seek a “tardy to school” slip after eating breakfast! Hanging in the hallways or at lockers is NOT a place for mere socialization or loitering. Students are to get in, get served, stop at lockers if necessary and move on to class as quickly as possible. Teachers will not turn away a late student. If a student arrives late to first period without a pass, they will be admitted as tardy and referred as necessary to administration.

## **Lunch/Cafeteria Procedures**

Students are assigned to a lunch period each day, unless the student elects to take another class. Students are required to go to the cafeteria and remain there during their respective lunch period. Only those students on the assigned “lunch buddies” list will be excused from the cafeteria. Lunch periods allow for ample time for students to eat their lunch and have some time left over for relaxation and socialization with their peers in the cafeteria. NO students are permitted to leave school grounds during the lunch periods. Students are not permitted to bring any glass or breakable containers, or open containers into the building. Students who choose to eat lunch will have either the school-provided lunch, or the lunch they brought with them to school.

### **The following rules apply when in the cafeteria:**

- Students are only to attend their scheduled lunch period.
- All students in the cafeteria should be seated in a chair at a table unless they are in transit. The aisles must be kept clear for safety and mobility.
- It is the student’s responsibility to clear the area he/she uses and deposit the trash in the proper receptacles.
- Students are not permitted to tap/bang on tables, sing, or make any other noises that would disrupt the cafeteria.
- NO food or beverages are permitted to be taken from the cafeteria area without a pass. All food and beverage must be consumed in the cafeteria.
- Students are not permitted to have food or beverage delivered to the school by private vendors, such as Taco Bell or McDonalds. Plenty of options exist within our free lunch program as well as for purchase in our cafeteria.
- Students may bring their own lunches to the cafeteria but are not permitted to bring any glass or other breakable containers.
- Students are to remain orderly and refrain from excessively loud noises i.e. shouting.
- Students are not permitted to line jump. Violators will be directed to the end of the line.

**\*Students, who do not follow the cafeteria rules, may be sent to a designated area or may be given assigned seats**

## **Lunch Identification**

Student lunches are accounted for by student ID number. Students are responsible for their ID numbers throughout the year. Students are not to share their ID number with other students.

## **Lunch Snack Line**

The a la carte snack line is for students assigned to lunch at that time. No student is to stop in the cafeteria at unassigned times to buy snacks. The a La carte snack line opens 10 minutes after the designated lunch begins and closes 10 minutes before the lunch period concludes. Students must

consume all snacks/drinks during their lunch period. No food or drink is to leave the cafeteria. Snack line may be closed due to disruptions at staff discretion.

## **Cell Phones**

Student cell phones will be collected each morning and they will be stored in a secure location for the duration of the school day. Students will retrieve their phones at the end of the day based on their location for their final class period. All high school students will go through the following procedure as they enter the building each school day:

1. Students will enter the building in the morning based on their 8th period class
2. Students will pass through security and place their phones/electronic devices in the appropriate 8th period container. There will be staff at each entrance to monitor the containers and to remind students to turn in their devices.
3. If they have a scheduled early dismissal, they will enter the main door and give their phone to office personnel.
4. After all students are in the building, the containers will be stored in a secure, locked area. This process is to help prevent theft/damage to the devices. At the end of the school day, the containers will be delivered to the 8th period teacher.
5. At dismissal, teachers will open the storage containers for students to get their phones/electronic devices as they exit the classroom.

## **Telephones**

**All reasonable steps to accommodate communication with your student during the day will be honored.** We would request that the messages and phone calls are as limited as possible so as not to disrupt the learning environment.

## **Change of Address and Phone Numbers**

If you have a change of address or phone number, please visit the Student Registration under the Parents Tab at WHSD.net and complete the form so that we may update that information. .

## **Computer Usage and Internet Policy**

Students are not permitted to be in any classroom or computer room unless a classroom teacher is providing supervision.

All students are required to have their parents/guardians sign the Internet Policy. Students and parents are to read and abide by the Woodland Hills School District's Internet Policy. Failure to adhere to the policy will result in disciplinary consequences. Loss of internet/printing privileges at Woodland Hills does not excuse a student from assigned work requiring such resources.

All users of the Woodland Hills School District network are expected to abide by the generally accepted rules of network etiquette:

1. Be polite.
2. Do not connect personal devices to the WHSD network.
3. Do not write, send, view or print abusive messages to others. Use appropriate language.
4. Do not receive, view, print or distribute pornography, obscene or sexually explicit materials.

5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Any use of the internet that supports illegal activities will be reported to the administrators and/or the appropriate legal authorities.
6. Do not use the network in such a way that would disrupt the use of the network by other users (e.g. downloading files; sending mass email messages, downloading or uploading computer viruses). Only files approved by the classroom teacher are permitted to be downloaded and saved.
7. Do not receive, view, print, or distribute hate mail, discriminatory remarks, and offensive or inflammatory communications.
8. Do not access, view, or print any information without the approval of your classroom teacher or classroom monitor.
9. No unauthorized software is permitted on the computer hard drive or USB.
10. The default wallpaper is not to be changed.
11. All electronic and Internet use is monitored.

## Dress Code

### (1) Student Rights and Responsibilities

- (a) Students have the right to dress and groom as they choose as long **as they do not disrupt the educational process or endanger the health and safety of themselves or others.**
- (b) Students have the responsibility to follow guidelines for dressing and grooming in a manner that **shows cleanliness, promotes safety, and demonstrates respect for themselves and others.**
- (c) Recommended attire includes the following:
  - Sweatshirts with hoods attached may be worn. Individual cases will depend upon the discretion of the principal or designee.
  - Pants: Pants shall be worn so that the waistband is worn at the waist and **underclothes** are not visible.
  - Skirts/ dresses/shorts: Coverage to the mid-thigh, and **underclothes** are not visible
  - Shirts: will be worn such that the midriff and undergarments are covered. They must also have straps or sleeves.
  - Shoes/Footwear: All students shall wear shoes/footwear. Students may wear sandals provided that the heel is contained and that they don't interfere with the safety and welfare of the student.

### (2) Unacceptable Clothing

- (a)The following is a list of clothing, not intended to be exhaustive, that is unacceptable for school:
  - Gloves, masks (exception Covid-19 approved masks), scarves (while in the building)
  - See-through clothing and low cut shirts
  - Tube top
  - Clothing or jewelry that features illegal paraphernalia, weapons, profanity, or remarks that are obscene and offensive, or implying unsafe behavior.
  - Any gang related clothing or accessories
  - Sunglasses, belts or bracelets with metal spikes, chains or dog collars
  - Clothing that exposes underwear, under-garments, midriff or upper chest
  - Blankets
  - Anything else that the administration deems as a detriment to the educational atmosphere at Woodland Hills Senior High School

## Elevator

Only students with physical limitations are permitted to use the elevator. The elevator key may be obtained at the Nurses' Office before school and must be returned at the end of each day.



## **Student ID**

Students will be issued a student ID card at the beginning of the year. Students will be required to keep the student ID on their person at all times while on WHSD property. At the request of staff, students will need to produce their ID card. Students will also need this ID card to come to extra-curricular events.

## **Emergency Care Card**

*The Emergency Care Card MUST be filled out each year.* It is important that accurate contact information be documented and updated as necessary in case of an emergency. Several reliable contacts should be listed to ensure that emergency information is communicated as is necessitated.

## **Flag Salute**

Students may decline to recite the Pledge of Allegiance or National Anthem and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. A student who chooses not to participate may either stand or sit, remaining respectfully silent.

## **Homework Requests**

All assignments are accessible through Google Classroom. If there are any questions regarding the assignments, materials or directions for anything contained in the Google Classroom, please reach out to the teacher directly for clarification.

## **P.B.I.S. (Positive Behavior Intervention Support)**

The P.B.I.S. Program will be instituted at the High School. Periodically, there will be a focus on positive behavior that will be incentivized. You must display the target behavior to receive the reward. The rewards are not intended as a method of bribing students or paying them to do a behavior...they are meant to reinforce the already displayed positive behavior. Rewards are utilized to win P.B.I.S. prizes as announced.

## **ISS/Reflection Room**

### **Procedures:**

1. Students must report immediately to homeroom without delay after arriving at Woodland Hills High School prior to 7:20am.
2. Security will then escort students from homeroom to the Reflection Room
3. Students must bring all of their books, laptop and any assignments they have received from their regular classroom teachers to the ISS/Reflection Room.
4. Students are not permitted to walk through the building or to go to their lockers after dismissal from the ISS/Reflection Room.
5. Students will be provided lunch, or may bring a bag lunch from home. No other food will be permitted.
6. Students are not permitted to bring canned or bottled beverages in the ISS/Reflection room.
7. During the last 5 minutes of the day, security will escort students to retrieve their cell phone which was turned in at the beginning of the day.

## **Guidelines for Behavior:**

1. Absence from the ISS/Reflection Room may require additional day(s).
2. Students will not be permitted to have any visitors. A work-study atmosphere will be maintained. Students are required to be doing academic assignments supplied by their regular classroom teachers or the ISS/Reflection Room teachers at all times.
3. If the student exhibits unacceptable behavior, the student may receive additional days. Some examples of unacceptable behavior include, but are not limited to, talking, writing notes, making noises, deliberate sleeping, head down, eating, no academic study progress, and loitering in the building after suspension, and other violations.
4. The student's behavior will be documented by the teacher. Disruptions, disobedience or misconduct will not be tolerated. Students are not permitted to leave their work area, talk to other students, sleep, leave their chairs, pass notes, or participate in any activity without the permission of the teacher.

## **Out of School Suspension**

Any student who is suspended out of school is not permitted back on school grounds until the suspension and any provisions thereof have been served; this includes attendance to school functions both on and off of the school property. Parents/guardians may be required to return with their son/daughter upon completion of the suspension to assure a smooth transition back to the classroom and general school environment. Students should check their Google Classroom for outstanding assignments prior to, during and after serving a suspension. Existing behavior supports (see the Code of Conduct) will remain in place until the team feels the student has developed the skill set necessary to manage their own behavior successfully.

## **Student Detention**

Detention can only be removed by serving the detention. Students who fail to serve detentions will be put on a "No Participation List," and will not be allowed to participate in any school sponsored event, sport or club until their detentions are served. In-School Suspension and Out-of-School Suspension are penalties for not attending detention. Student detentions will be assigned on designated days in the designated room(s). After School detention will be from 2:30-3:30, Saturday detention will be from 8:30-10:30 and lunch detention will be served during their scheduled lunch period.

## **Library**

- The library is open to students from 7:30am-2:25pm Monday through Friday and open until 4pm on designated days.
- Students must have a pass from a teacher to be permitted in the library.
- Students may get a pass from a staff member during their lunch period to attend a tutoring session or a school related activity.
- Students are expected to use the library to read research or work on academic assignments on the computers. It is NOT a place to SOCIALIZE. Students who abuse the library, its materials, or staff will have their use of the facility restricted. Freelance use of the Internet and/or use of unauthorized websites are prohibited.
- Reference materials may NOT be taken out of the library by anyone for any reason.
- Special collection books and materials may circulate OVERNIGHT only and the fine for overdue items is \$1.00 per day. These materials are due back to the library by 7:15am or the beginning of first period, so all students may have access to these materials.
- The regular collection materials are circulated for two week periods and the fine is five cents per day when overdue and if lost or damaged, the student is required to pay the cost of the book replacement.

## **Locker Room**

Lockers are provided for your use during physical education classes. You may bring your own lock to safeguard your possessions during class time. **You are urged to leave valuable items at home. If**

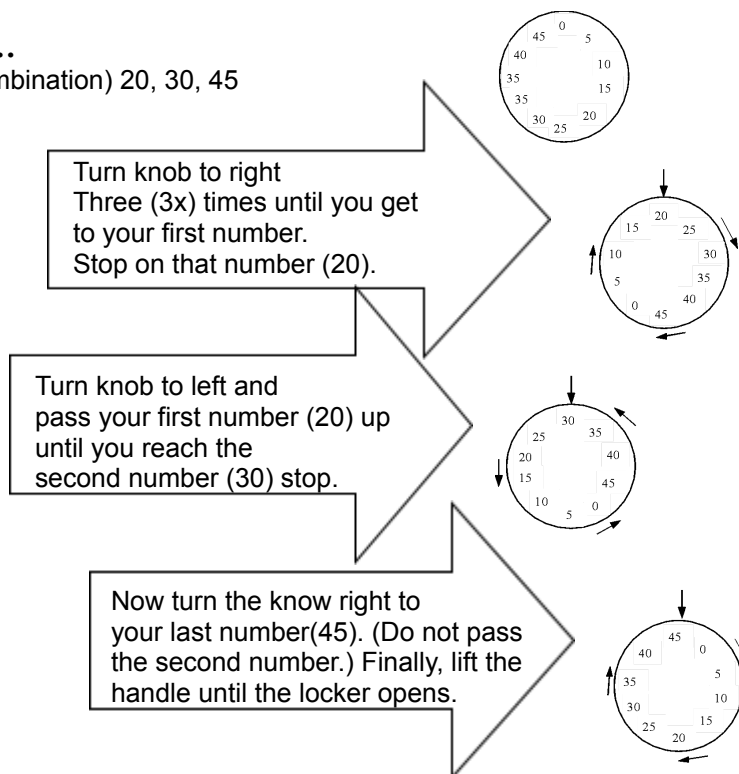
**you must carry money or other valuables to school, lock it in your locker!** Only those students scheduled for classes are permitted in the locker room. The locker rooms are not to be used as restrooms or a place to loiter. Lockers in the locker rooms are only to be used for physical education equipment. Woodland Hills does not assume the responsibility for items missing from any school locker. If anything is missing from your “Locker Room Locker” contact your physical education teacher immediately. Students are not permitted to maintain a locker in the locker room, locks must be removed daily.

## Lockers

Assigned lockers are the responsibility of the student to which it is assigned. Lockers should not be shared at any time for any reason. A student’s locker and the contents in the locker may be searched or inspected by school personnel at any time by any means, including a K-9 search.

### Opening your Locker...

Example Combination) 20, 30, 45



## Senior Pictures

Senior pictures are taken for the yearbook through arrangements made with the official school photographer. All seniors will be required to have a photograph taken to be certain every senior's picture appears in the yearbook. Seniors must have their picture taken by the school photographer to have it placed in the yearbook.

## Textbooks

Each student may be given a book for the class in which he/she is enrolled. The book issued to the student is the one he/she must return. Allowance is made for use, but any damage or loss will be the responsibility of the student to reimburse the school. This applies to all school equipment such as padlocks, lockers, sports supplies, art materials, etc.

If a book is lost or damaged, it is the student’s responsibility to pay for it or provide a suitable replacement based on the ISBN number of the textbook or with teacher consultation. Identifiable

information should be neatly written in the indicated area on the inside cover of the textbook. An electronic version of the textbook may be available for some classes.

## **Transportation**

All students riding the mid-day early release bus must have permission. **Only students enrolled in the work-study program or those who have an administrative dismissal will be permitted on the bus. This bus is NOT intended for transportation for scheduled appointments such as doctors, dentists and the like.**

If a student needs to ride a bus other than his/her assigned bus, the student is required to bring a note, signed by the parent/guardian, which states the reason for the change to the front office before 12:00pm. The note must be approved by the principal who will then issue a bus pass.

## **Work Permits**

An application and instructions for a work permit may be obtained in the front office. If you are a student at WHHS, you do not need a copy of your birth certificate, however, your parent or guardian must be physically present to sign your permit in the front office.

## **GUIDANCE**

An abundance of information is available in the Guidance Department and the Career Center regarding colleges, college testing programs, scholarships, vocational and technical schools, referral agencies, and careers. Your counselor will help you interpret your academic record and plan for future success.

The guidance counselors are available to help you make decisions in planning your high school program, solving personal problems, selecting a college or technical school and planning your career. Your assigned counselor will work with you and get to know you throughout your years at the high school.

### **Guidance Counselors and Social Workers**

**Counselor A-F - Ms. Heffley**

**Counselor G-N - Mrs. Spivey**

**Counselor O-Z - Mrs. Weaver**

**A-L: Mrs. Irwin**

**M-Z: Ms. Snyder**

## **Conferences with Counselors**

Parent conferences with counselors and teachers are strongly encouraged. Appointments for such conferences are easily arranged by contacting the student's counselor directly and making the request. If students wish to conference with counselors they must obtain a pass from the counselor or guidance secretary. Special appointments for students or parents may be arranged. The subject and content of a conference will be held in strictest confidence.

***\*If you are having academic or social problems, or peer or family concerns, please see your counselor immediately for a personal conference.***

## **Requests for Transcripts**

A transcript of your school record is usually requested by prospective employers and is required if you transfer to another school or apply for admission to a business school, technical school, college, or a university. Requests for transcripts should be referred to the guidance office in a timely manner. Students will be permitted to send three (3) transcripts to colleges and employers during the school year. Upon the fourth transcript request and thereafter, a fee of \$1.00 will be charged. A "hold" may be placed on transcripts of those students with outstanding obligations.

### **SAP Program**

The Student Assistance Program (SAP) is designed to help students who are experiencing barriers to their education including but not limited to academic, behavioral, mental health, attendance, and environmental concerns. The Team consists of teachers, guidance counselors, building administrators, social workers, and school psychologists who come together to suggest ways that students and their families may be able to deal with the child's issues. If you have any questions, please call your child's guidance counselor at 412-244-1100. All information related to your child's involvement in the SAP process remains **confidential**. A student **MAY SELF REFER** themselves to the SAP team if they find a need to do so though in MOST cases parent permission will be required for continued treatment.

### **Student's Academic Record**

The contents of the file of each student are considered confidential information. Academic and/or personal information is released to no one except upon written request by the student and/or parent/guardian. Upon request, the counselor is ready to discuss items in a file with the student and/or his/her parents.

Student files are used by faculty and administrators to monitor the student's progress, to determine class rank, to assess ability levels, to ensure that graduation criteria are met, and to serve as the basis for job and college recommendations.

Essential information is preserved for each student so that credentials may be provided at any future date when needed. **Students must notify the Guidance Office of any change in address or telephone number as soon as the change takes place. Students are required to keep the school informed of any changes in their family status, address, phone numbers, and parent or guardian.**

### **University, College, Military and Vocational Representatives**

During the school year representatives and recruiters from various colleges, universities, schools, employers and the military are invited to speak to interested students. These visits give students the opportunity to learn more about a particular interest area. Information regarding these representatives will be announced over the public address system, on the daily attendance sheet and on a calendar listing posted in the counselors' office. **STUDENTS MUST MAKE A RESERVATION FOR THEIR PARTICULAR INTEREST AREA** in the Guidance Office before the scheduled date of the representative.

## **HEALTH SERVICES**

Health services are available to all Woodland Hills students for immediate care and maintenance of physical and mental well-being. The following health services are provided:

Health Teaching  
Counseling  
Referrals  
Mandated Examinations

Emergency Care for Accidents and Illness  
Health Conferences  
Early dismissal due to illness or accidents while in school

### **Medical Conditions**

Parents/Guardians will be responsible to notify the health office of any serious medical conditions, including life-threatening allergies. Parents/Guardians will supply any medications needed for such with written doctor's orders. Parents/Guardians will be responsible to notify any coach/moderator of sports, after school activities, etc. of such conditions as well.

### **Required Health Examinations**

According to the Pennsylvania Department of Health, the following are mandated school health services:

- Yearly vision screening. This is done as part of the scheduled individual health conferences, which includes measurement of height, weight, BMI (Body Mass Index), and a review of the student's health record.
- Hearing screening in the eleventh grade.
- Mandated State Physical Examination in the eleventh grade. This examination may be done by the family physician and reported to the school on forms supplied by the school. These forms are sent home with the students at the end of their tenth grade school year and are available in the health office. Examinations done within four months prior to the opening of school are acceptable. Forms may be completed during routine examinations for work permits, driver's licenses, college and camp applications, etc. Students who are not examined by their family physician will be scheduled for examination by the school physician. **A STATE MANDATED PHYSICAL EXAMINATION IS REQUIRED FOR GRADUATION.**

### **Procedure for Leaving School Due to Accident or Illness**

Students who become ill or who are injured are to report to the health office for immediate evaluation and care. If the student must leave school because of illness or accident, the nurse must contact the parent, guardian, or person designated on the Emergency Care Card to gain the necessary permission and to arrange for transportation. **Permission from the school nurse or a high school administrator is required before you may leave the building for any reason.** All students must sign out with the front office and can only leave with an identifiable adult who must come to the front office for verification.

### **Sports and Health**

Student health and safety is of utmost concern at Woodland Hills Senior High School. Student participation in sports and other extracurricular activities necessitates open communication and planning with the health team at WSHS. Parents and/or students must notify the school nurse of any serious medical concerns, including life-threatening allergies. Parents/guardians must supply any medication needed on site for the emergency treatment of these known issues. It is advisable as well for the parent/guardian to contact the student's counselor so that they may aid in the development of a

plan in conjunction with the school nurse and/or coaches/activity supervisors for treatment in the event of an emergency.

### **Use and Storage of Medication**

Students requiring an inhaler must register their medication with the nurse to be able to carry them on their person or in their bag. Any other medication, prescribed or OTC (including acetaminophen and ibuprofen products), must remain in the original bottle and be given to security personnel upon entering the building. All medications will be taken to the nurse's office where they will be stored in the original container in a locked cabinet or refrigerator in the health suite, as indicated on the pharmaceutical label. Medications will only be administered as per the indication on the original label and only by a school nurse or administrator. The health suite will be locked before and after school hours.

### **SAFETY AND SECURITY**

#### **A.L.I.C.E.**

We are all aware of the possible dangers that our children and schools face daily. To keep all of our children safe, the Woodland Hills School District has adopted a new strategy for lockdown procedures known as the A.L.I.C.E. plan. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. A.L.I.C.E. uses technology and information in a way so that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving.

#### **Balloons**

Balloons are not permitted in school or at school sponsored events (graduation, sporting events, social activities, club events) unless authorized by an administrator.

#### **Building Utilization**

The student and community activities which occur in the Woodland Hills Senior High school often appear to make Woodland Hills seem to be in operation 24 hours per day. Consequently, certain limitations of time, of movement within the school, and of usage of facilities have to be established. The simple guidelines which encourage safe, manageable, and successful activities in the high school are as follows:

1. Students not engaged in a supervised activity must exit the building after 2:25 pm each day. If a teacher, custodian, or adult sponsor asks you to leave the school grounds, you must leave the area. Students must be with a teacher, coach, sponsor, or administrator to be in the high school after 2:25 pm.
2. Students or teachers who wish to use rooms or other facilities after school must submit a Facilities Use Form to the principal at least a week in advance.
3. No one is permitted to use the corridors and/or stairwells for running, jogging, or team practices, etc.

#### **Bullying**

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

## Definitions

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Bullying will not be tolerated and will be dealt with in accordance with Woodland Hills Code of Conduct.

## Emergency Closing

If the District Superintendent determines it is necessary to close schools, delay openings or switch to a remote learning day, the announcement will be made as early as possible. Information will be available on the district's website [www.whsd.net](http://www.whsd.net), as well as the *Facebook* and *Twitter* feeds.

The information on changes to the regular schedule will also be relayed through the parent alert system and to the local media.

## Emergency and Fire Drill Exit Information

The teacher in each of the classrooms will inform all students of the proper emergency exit information for that particular room. Also, the emergency exit information will be posted near the exit door of each room. Students are required to become familiar with this information. In the event of a drill or an emergency, students are to move quickly and quietly to the area designated by the teacher and/or the posted instructions. All rooms are to have the windows closed, lights off, and door closed. All windows and blinds must be closed in the event of a "severe weather" warning or drill.

## Hall Conduct and Hall Passes

Students will have four (4) minutes between classes. Inappropriate open displays of public affection are not acceptable school behavior. Running in the hallways and loitering are also not acceptable school behavior. Students are to move to their appropriate classrooms as requested by teachers or staff members.

Passes must be signed beforehand by teachers, counselors, or administrators if you must travel from one part of the building to another. Students with signed passes will be given a few minutes to arrive at their destination. Students in the halls without passes will face disciplinary action.

Any time a student is excused from a classroom he or she must have a pass signed by his or her teacher. All students requested to leave their classroom due to volatile behavior are required to be escorted by security.

## Leaving the School Building and/or Grounds without Permission

The front of the school building by the main office/auditorium are the only doors to be utilized during the school day. *All doors are equipped with an alarm system, during the school day doors open will*



*sound an alarm and the office will be notified.* Students must enter and exit through these doors unless given permission by administration to exit otherwise. Note that during evacuations/drills/classroom participation/etc. are the only reasons one may enter/exit any door besides the main entrance.

No student is permitted to leave the school building and/or grounds during the school day without the knowledge and consent of the administration. The school has a responsibility to provide for the safety, welfare, and education of each student and it cannot do so if the student has left the school property without permission. Any student who violates this policy will face disciplinary action.

### **Metal Detectors/Bag Searches upon entry**

Everyone entering the Woodland Hills Senior High School and/or events must submit to metal detection, walk through and/or wand, as well as a search of all bags, etc... Students should not argue with guards but instead follow the procedure which includes standing in line without "cutting", carefully placing bags on the table and not throwing bags ahead of others. Such behaviors only slow down the morning entry, so please be courteous and follow the expectation without deviation.

### **Parent Alert System**

Woodland Hills School District utilizes a parent alert system to quickly communicate important information to parents. With this system you will be notified of any time-sensitive information in the event of a lockdown, relocation, evacuation or other emergency situation as well as changes in meeting times, and other communication materials that parents need to know. Parents and guardians are asked to keep the district updated with current phone numbers to ensure the delivery of time-sensitive information.

### **Student photos and use of**

ALL students are to be photographed EACH YEAR whether they are planning to purchase photos or not. If a student misses the "picture day" they must get their photo taken on the makeup day. Photos become part of the students "permanent record" and are often vital especially when identifying students with the same names. If a parent does not want their child to be photographed, an "opt out" must be completed and submitted to the building secretary.

The district procedure regarding the use of student photographs for news releases, brochures, the website, the community magazine, "In Woodland Hills," and on the Internet requires a WHSD signed "opt out" form.

### **Student Backpacks, bags, and lockers**

Students are permitted to enter the high school building with their backpacks. Backpacks will be checked by security and must be opened when requested by a security officer for checking. Backpacks may be carried to class unless the bag cannot fit under the student's desk. If the student's backpack interferes with the classroom learning environment, the student will be instructed to place the backpack in their assigned locker.

### **Student Driving and Motor Vehicle Guidelines**

Parking spaces at Woodland Hills High School are limited, therefore, parking is limited to 12<sup>th</sup> grade licensed drivers. Students must apply for a parking pass and pay the fee of \$35 which is non-refundable.

Students permitted to drive must have their vehicle registered and must have a current high school parking decal visible on the rear-view mirror. Students may only park in the designated spot that is on

their parking tag. **There is no parking in the rear of the building.** Temporary permits may be issued for specific short-term needs, health, safety, or family emergency at the discretion of the building principal. Woodland Hills School District does not assume any liability for vehicles parked on school property or any articles contained in the vehicle. Woodland Hills School District does not assume any liability for students driving to school-related activities and classes with school permission off the campus of Woodland Hills High School.

Violation of a listed driving or parking regulation may result in the loss of driving privileges, towing of the violator's car at his/her expense, citation by the police department, or detention or suspension assigned by an administrator. In the case of the loss of driving privileges, the penalty may be for the remainder of the school year. **Students parking in areas prohibited to them; i.e., faculty areas, visitor areas, and fire lanes, may be given a parking violation citation by the Churchill Police Department and/or will have the car towed away at the student's expense.** Students appearing on the scene during the tow-away process will be charged the full service to compensate the independent towing service.

Registration forms will be available in the high school office beginning on the first day of school. Students must submit a completed application with parent signature and copies of their driver's license and registration card for each car registered.

### **Visitors**

Only visitors with important school business will be permitted on the grounds or in the building. All visitors are required to register at the front security desk, have their state issued identification card run through the district security system, receive a visitor's pass, then report to their designated area. The visitor's pass must be visible at all times. Requests should not be made to bring visitors from other schools or out-of-town friends or relatives during the regular school day. Students are not permitted to bring their children, or any other students not currently enrolled in Woodland Hills High School, to school at any time during the regular school day.

### **McKinney Vento Homeless Assistance**

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Woodland Hills School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a hotel, motel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc...).

Children who are experiencing homelessness may qualify for assistance with free school lunches, school supplies/materials, tutoring and transportation so they can remain in their school of origin throughout the duration of their homeless episode. If you believe your child(ren) may qualify for this service, please contact Kellie Irwin at 412-244-1100 ext. 5131.

If your living situation changes during the school year and you and your children become homeless, please be sure to contact the social worker at your child's school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

### **Title IX Sexual Discrimination and Sex Based Harassment**

The U.S. Department of Education's Office for Civil Rights enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Woodland Hills School District does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity. The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. All concerns related to alleged Title IX violations should be reported to the Title IX Coordinator whose information can be found under the Title IX tab on the Woodland Hills School District website.

### **DISCLAIMER**

**This handbook may be amended as needed by the administration. If there are changes, they will be clearly communicated to the stakeholders through our messaging system. Your acknowledgement of viewing this document also includes acknowledging this disclaimer.**

## **PUBLIC NOTICE**

### **ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

#### **Notice to Parents:**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to

22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact their district of residence. Contact information is listed at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.

### **Evaluation Process**

Each school district and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Director, Central Intermediate Unit #10, 345 Link Road, West Decatur, PA 16878.

### **Consent**

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent educational evaluation at public expense.

### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Confidentiality of Information**

The school districts and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable

information. For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

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This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the:

State College Area School District  
Special Education Office  
154 W. Nittany Ave.  
State College, PA 16801  
(814) 231-1072/4172

For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit

Central Intermediate Unit #10  
345 Link Road  
West Decatur, PA 16878  
(814) 342-0884 or 800-982-3375 (PA Only)

The extent of special education services and the location for the delivery of those services are determined by the IEP team and based on student's identified needs and abilities. Consideration is also given to the student's chronological age and level of intensity of the specified intervention. The district provides supplementary aids and services, such as transportation, physical therapy and occupational therapy, as necessary for the student to benefit from the special education program.

Parents may obtain additional information about special education services and programs and parental due process rights by contacting the child's school principal or the Special Education Office at 412-731-1300 ext. 0141 or 0147.

NOTES: \_\_\_\_\_

**THE FOLLOWING SIGN OFF PAGES ARE  
AVAILABLE THROUGH POWERSCHOOL AND  
CAN BE ACKNOWLEDGED  
ELECTRONICALLY**

<p style="text-align: center;"><b>STUDENT ABSENCE REPORT</b></p> <p>DATE: _____</p> <p>STUDENT NAME: _____</p> <p>STUDENT ID#: _____</p> <p>DATE(s) ABSENT: _____</p> <p>REASON: _____</p> <p>_____</p> <p>PARENT/GUARDIAN SIGNATURE</p>	<p style="text-align: center;"><b>STUDENT ABSENCE REPORT</b></p> <p>DATE: _____</p> <p>STUDENT NAME: _____</p> <p>STUDENT ID#: _____</p> <p>DATE(s) ABSENT: _____</p> <p>REASON: _____</p> <p>_____</p> <p>PARENT/GUARDIAN SIGNATURE</p>
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**2024 - 2025**  
**STUDENT PHOTO & IDENTIFICATION RELEASE FORM**

I HEREBY GRANT PERMISSION TO THE WOODLAND HILLS SCHOOL DISTRICT TO ALLOW MY SON/DAUGHTER TO BE VIDEO RECORDED, PHOTOGRAPHED, OR INTERVIEWED FOR PUBLICATION ON THE DISTRICT WEBSITE, IN A DISTRICT PUBLICATION, OR IN A MEDIA NEWS RELEASE FOR THE 2024 - 2025 SCHOOL YEAR.

I UNDERSTAND THAT MY SON/DAUGHTER MAY BE IDENTIFIED BY NAME IF HE/SHE IS BEING PUBLICIZED FOR A SCHOOL AWARD, ACADEMIC OR ATHLETIC ACHIEVEMENT OR COMMUNITY RECOGNITION.

PLEASE RETURN THIS FORM TO YOUR HOMEROOM TEACHER.

STUDENT NAME (PLEASE PRINT): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

STUDENT ID NUMBER: \_\_\_\_\_

**WOODLAND HILLS SCHOOL DISTRICT CONFIDENTIALITY AGREEMENT**

1. Photos of individual students and student work will be permitted on the website and in District publications and media news releases with parent permission. Individual students will be identified by name for promotion of student achievements with parent permission.
2. Group pictures without names will be allowed on the website.
3. Documents may not include a student's email address, phone number, mailing address, names of other family members, or names of friends.





Acceptable Use Policy, Internet Safety and Virtual Instruction  
Consent Form  
2024 - 2025

As a parent or legal guardian of the student listed below, I have read and understand the Acceptable Use Policy (found on the district website and available in print upon request) and I agree to the following:

(Please initial where appropriate) \*\*\*ALL boxes should be initialed for FULL educational access to network and video/audio permissions.

\_\_\_\_\_ As a parent or legal guardian of the student named below, I grant permission for my son/daughter to access and use a school computer or network software provided by Woodland Hills School District.

\_\_\_\_\_ As a parent or legal guardian of the student named below, I grant permission for my son/daughter to access internet services provided by the Woodland Hills School District.

\_\_\_\_\_ As a parent or legal guardian of the student named below, I grant permission for my son/daughter's photo without identifying last name or caption to appear on any district, school, or teacher website connected with the Woodland Hills School District.

\_\_\_\_\_ As a parent or legal guardian of the student named below, I grant permission for my son/daughter's school work to be published without identifying last name, or caption on any district, school, or teacher website connected with the Woodland Hills School District.

\_\_\_\_\_ As a parent or legal guardian of the student named below, I grant permission for my son/daughter's audio, video or telepresence to be published without identifying last name or caption on any district, school, or teacher website connected with the Woodland Hills School District.

STUDENT'S NAME: \_\_\_\_\_

STUDENT ID NUMBER: \_\_\_\_\_

PARENT/GUARDIAN PHONE NUMBER: \_\_\_\_\_

PARENT/GUARDIAN EMAIL ADDRESS: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_



**2024 - 2025 STUDENT ACKNOWLEDGEMENT SIGN OFF**

DATE: \_\_\_\_\_

By signing below, the student indicates that they have received the 2024 - 2025 edition of the parent and Student Handbook and will review these guidelines with their parents or guardians as they will be held accountable for all of the Handbook's contents throughout the school year.

*\*\*Please sign your name where indicated. All other information should be legibly printed.*

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Name (Signed)

Address: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent//guardian Phone Number: \_\_\_\_\_

Student's Homeroom: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_



## STATEMENT OF UNDERSTANDING NETWORK AND INTERNET PERMISSION

As the parent/guardian of \_\_\_\_\_ (student's name), I have read the Computer Use Guidelines and I understand that access and related technology is provided for educational purposes only.

I also understand that, while the Woodland Hills School District has taken precautions to restrict access to inappropriate material, the Internet inherently contains an unregulated collection of resources; thus the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. As parent/guardian, I agree to not hold the district responsible for materials acquired by my child while using the systems, for violation of copyright restrictions, user mistakes, negligence or any costs incurred by him or her.

My child and I accept full responsibility for his/her use of this technology and the Woodland Hills School District network, whether in school or at home. Furthermore, we understand the consequences of misuse and damage, beyond normal wear and tear, could result in disciplinary action in accordance with the district's discipline code and/or the Crimes Code of PA, Section 3933.

Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because of the great variety of situations that may arise with the use of technology, administration reserves the right to decide what course of action will be taken.

Student's Name (Please print): \_\_\_\_\_

Student's Homeroom Assignment: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

*Please Initial*

\_\_\_\_\_ *I have read and understand that Cyber Bullying and the uses of Woodland Hills resources for non-educational purposes are prohibited.*

\_\_\_\_\_ *I have read and understand the Academic Social Networking guidelines.*

\_\_\_\_\_ *I do give permission for my child to use the district's computer technology and access the network.*

\_\_\_\_\_ *I **do not** give permission for my child to use the district's computer technology and access the network.*

Parent/Guardian's Name (please print): \_\_\_\_\_

Today's date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_



531 Jones Avenue North Braddock, PA 15104 • Phone 412-731-1300 • Fax 412-273-3601

## Optional Maintenance Program

The Woodland Hills School District utilizes Chromebook devices as part of our Technology Plan. This gives every person an opportunity to thrive in the ever-changing 21st century learning environment. Our commitment to offering affordable and accessible technology to everyone will be demonstrated through our Optional Maintenance Program.

This Optional Maintenance Program applies to all students and faculty in the district that have agreed to abide by the Woodland Hills School District's 815 Acceptable Use Policy, have agreed to abide by the student device guidelines, and who have been issued a Chromebook device.

## Optional Maintenance Program Guidelines

\*Device insurance is optional and not required. \*

Device insurance is available for purchase through the Woodland Hills School District. If device insurance has been purchased through the Woodland Hills School District, the person in which the insurance has been purchased for is entitled to a **TWO-TIME REPAIR OR DEVICE REPLACEMENT OF ACCIDENTAL INCIDENTS.**

Accidental damage examples: Dropped chromebook, unintentional broken screen, unintentional broken charger, unintentional missing keys.

The following are examples that may be considered **NEGLECT** and will not be covered under the insurance program: A Chromebook that is lost or stolen. Damage caused by negligence/neglect such as immersion in liquid, any type of damage by food or drink, rough handling, excessive sliding across rough surfaces. Vandalism or defacing Chromebook (stickers, markers, paint, etc. Intentional misuse of one's own or a peer's device

Here are the current costs of the Woodland Hills School District's device insurance:

**One Person- \$30**  
**Two People - \$50**  
**Three or More People - \$70**

If you are purchasing device insurance for multiple people, they will each have their own device insurance policy. The policy applies to the student and their issued device. Insurance cannot be used on another individual's device.

Once a device has been repaired under a device insurance policy two times, the policy is exhausted for the school year. You will not be able to purchase device insurance until the following school year. The prices on the Student Device Guidelines/Employee Policy 815 Consent Form documentation will apply after the policy has been exhausted.

Open enrollment for device insurance will last from **September 1 - September 30**. After the enrollment period, device insurance is only available to students entering the district for the first time. **The Optional Maintenance program can be purchased with a check or cash at the main office.** (keep this portion)

Optional Insurance Form:

This table outlines the replacement costs for any hardware that's used throughout the district. By signing below, you agree to the costs of replacement hardware.

<b>HP Chromebook</b>
Grades K-12
Device - \$225.00
Keyboard/Mouse - \$55.00
Screen - \$40.00
Charger - \$25.00

**Chromebook Insurance**

Insurance is specified on a separate document and can be purchased for the following prices:

**One Child - \$30**  
**Two Children - \$50**  
**Three of More Children - \$70**

- I am choosing the insurance and have enclosed a check made out to the Woodland Hills School District.
  
- I do not wish to purchase insurance and understand that I am financially obligated for any and all repairs to my student(s) device.

Student(s) Names: \_\_\_\_\_ Grade: \_\_\_\_\_

Student(s) Names: \_\_\_\_\_ Grade: \_\_\_\_\_

Student(s) Names: \_\_\_\_\_ Grade: \_\_\_\_\_

Student(s) Names: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

(return this portion)

