



William Penn School District

PENN WOOD HIGH SCHOOL – Green Avenue Campus

610-284-8080

Introductory Policies, Procedures, and Announcements for the 2022-2023 School Year

***** Policies and procedures for in-person instruction every day, Monday through Friday*****

Emergency Cards – All families must submit a new, completed, and signed emergency card for each student at the start of each school year. This will assure that:

- The nurse can administer acetaminophen, ibuprofen, and/or antacids to your child.”
- The school can reach you in the event of a medical emergency.
- The school can release your child to the individuals you name on the card. (For the safety of your child, s/he will ONLY be released to parents/guardians of record and individuals listed by the parent/guardian on the card.)

If your telephone numbers and/or emergency contacts change during the school year, please see the office staff for a new card.

Attendance - Students are expected to be in the Homeroom and seated by 7:30 am every day. For all absences, a signed note from a parent must be submitted within **3 days** of the student's return to school. The note must state the student's full name, the dates of absence, the specific reason for the absence, and the signature of the parent or guardian. Absences classified as excused are listed in the Student Code of Conduct. If notes are not submitted, Pennsylvania school attendance (truancy) laws will be applied accordingly. Any absence of **5** or more consecutive school days requires a doctor's note. Absences of more than 16 days without required make-up work may result in failure for the course.

Back to School Night - We will be holding our annual Back to School Night on Thursday, September 22, 2022. This event will take place from 6:00 pm until 8:00 pm. This is a chance for parents and guardians to meet their student's teachers and find out information from the teacher about the class.

Early Dismissals - To the extent possible, medical appointments should be scheduled outside of school hours. For the safety of your child, requests for early dismissals must be in writing. On the morning of the dismissal, parents/guardians should send a letter with the student that includes the student's full name, the time of dismissal, a parent/guardian signature, and a phone number at which the parent/guardian can be reached. Upon his/her arrival to school, the student must submit the note to the attendance secretary who will issue an early dismissal permit. The student must then sign-out in the office at the dismissal time. This process minimizes classroom interruptions.

Electronic Devices - All electronic devices must be turned off and not visible during the course of the school day, including during passing of classes, advisory, and homeroom. Students will be allowed the **Silent Use** of cell phones during their scheduled lunch period. Students may use their cell phones for educational purposes only at the discretion of the classroom teacher. While cellular phones have become part of modern life, students are not permitted to send/receive calls or texts during the school day. Other valuable electronic devices such as MP3 players, game devices, digital cameras, etc. should be left home. Confiscated electronic devices must be claimed by a parent/guardian; items not retrieved by June 30, 2023 will be considered abandoned property and will be discarded.

FREE Lunch and Breakfast Program -

- **GAC** - Students will be receiving a free breakfast in the cafeteria and auditorium. Breakfast is served from 7:00 am until 7:20 am. It is therefore important that students arrive at school/homeroom on time.
- Free lunch will be available to all students during their designated lunch period. Snacks may be purchased at a student's own cost.

Backpacks, Book Bags and IDs - Backpacks, book bags, and large carry bags (larger than a sheet of paper) used to carry personal belongings, notebooks, textbooks, etc. to and from school must be placed in the student's locker upon arrival and remain there until dismissal. All students must wear the school issue ID Card which must be visible and unobstructed on their upper torso.

Lockers - Each student is assigned a locker and personal combination lock. Students are responsible for all items placed in their lockers and therefore should NOT share their lockers and/or combinations. Students should read the Student Code of Conduct regarding lockers. **William Penn School District is not responsible for lost or stolen property.**

Dress Code - Students are expected to wear appropriate dress for school. Parents, teachers, and peers are encouraged to advise students about what is and is not appropriate. For health and safety reasons, shoes must be worn at all times in school and on school property. All students are required to wear in plain view, on the upper torso, the unobstructed school-issued picture ID card. Duplicate cards will be issued to repeat offenders at a cost of \$5.00 per card. To clarify our expectations, a committee of Student Council and teachers compiled a list of inappropriate attire. In accordance with the school board approved code, **students will not be permitted to wear:**

- Visible underwear. Pants are to be worn at the natural waist.
- Tank tops, body shirts, or spaghetti strap tops.
- Outfits that expose the midriff, belly, or posterior.
- Hoods up in the school building for the purpose of student's safety.
- Skirts, shorts, or dresses shorter than the outstretched arm's longest finger.
- Excessively torn garments that expose skin.
- Short-shorts, or bike shorts.
- Tights/leggings may not be worn without a skirt, dress, or shorts that are longer than the outstretched arm's longest finger over the tights
- Hats, caps, scarves, or hoods. (inside the building)
- Clothing with obscene, profane, or inflammatory language or graphics.
- Flip-flops, slides, slippers, spiked or stiletto heels.
- Outdoor coats (inside the building).
- Any other attire deemed inappropriate by the school administration.
- Specific dress requirements may be issued for certain programs such as physical education, laboratory sciences, and Vo-Tech programs.
- Inappropriately dressed students for whom a parent/guardian cannot be reached to bring appropriate clothes or grant permission to go home to change may be sent to In-School Suspension.

Scholarship – All students will be required to tap in at the attendance kiosk when they enter the building. This system will record the student as present on eSchool. If a student comes in late, they must tap into the kiosk and a late pass will be printed out for the student to enter into class. The system will record the student as late and the arrival time in eSchool. **It is imperative that all students tap in when they arrive at school and also imperative that all students carry their school ID card at all times.**
