

BAYARD RUSTIN HIGH SCHOOL

1100 Shiloh Road West Chester, PA 19382

Telephone: 484-266-4300 ~ Fax: 484-266-4399

Web: www.wcasd.net/RHS

WEST CHESTER AREA SCHOOL DISTRICT MISSION STATEMENT

The mission of the West Chester Area School District is "to educate and inspire our students to achieve their personal best."

WEST CHESTER AREA SCHOOL DISTRICT ADMINISTRATION

Superintendent	Dr. James R. Scanlon
Assistant Superintendent	Dr. Robert Sokolowski
Director of Elementary Education	Dr. Sara Missett
Director of Teaching and Learning	Dr. Tammi Florio
Director of Human Resources	Dr. Jeffrey Ulmer
Director of Technology & Library/Media	Mr. Michael Wagman
Director of Facilities and Operations	Mr. Kevin Campbell
Director of Business Affairs	Mr. John Scully
Director of Pupil Services	Dr. Leigh Ann Ranieri

Department Supervisors

World Language/English Language Learners Program/Equity Assessment & Special Education Re-evaluations	Dr. Chrissy Eagles
Mathematics K-12/Business Ed./Tech. Ed.	Mr. Steve Werner
Science/Family & Consumer Science/Tech. Ed./Health & PE	Mr. Ian Kerr
Student Services	Dr. Paul Joyce
Social Studies/Fine Arts & Career Education	Ms. Carol Rothera
Special Education for Rustin Feeder Program	Dr. Kristen Barnello
English Language Arts & Title I (elementary)	Ms. Melissa Kleiman
English Language Arts & Title I (secondary)	Ms. Debra Dinsmore
	Dr. Richard Mitchell

RUSTIN HIGH SCHOOL ADMINISTRATION

Principal	Dr. Michael Marano
Assistant Principal	Dr. Corey Fields
Assistant Principal	Dr. Christopher Lunardi
Assistant Principal	Ms. Dawn Mader
Athletic Director	Mr. Devon Landgraff
Rustin High School Nurses	Ms. Charlene DiRocco, R.N.
	Ms. Stephanie Migias, R.N.
Attendance Secretary	Ms. Cherrie Cleary
Counselors (<i>student caseload by alpha</i>)	Ms. Ashley Ainsworth (A-Da)
	Mr. Shaz Brown (De-Hy)
	Ms. Grace Barry (Ia-McG)
	Ms. Bobbie Crowe (McH-Sca)
	Mr. Tim Bryan (Sch-Z)
Intervention Specialist	Ms. Andrea Kuesel
Psychologist	Dr. Evangeline Kern
Caseworker	Ms. Beata Starr

THE RUSTIN ALMA MATER

Rustin High, to thee our Alma mater,
Praises we sing and pledge our love anew.
Lessons of life and truth to us impart,
Knowledge to serve, to each a loyal heart.
Sing then a song unto our colors bold,
Rustin High the Blue and the Gold!
So may we strive, that when life's dawn is past
Mindful of thee, and loving the last,
We shall have lived the virtues thou hast taught.
We shall have found the victory we sought.
Sing then a song unto our colors bold,
Rustin High, the Blue and the Gold!

Samuel O. Barber, Class of 1926

EMERGENCY SCHOOL CLOSINGS

Please do not call the school or administrative offices in the event that school is closed due to inclement weather or other emergency. The most reliable sources for information are:

Web: Information will be posted on the district home page at www.wcasd.net

Radio: (closing number is 851) - WCHE (1520) or KYW (1060)

Television: Fox (29), ABC (6), CBS (3), NBC (10)

District main phone number: 484-266-1000

VISITORS

No guests or visitors, except those on official school business, are permitted during school hours. All visitors must report to the main lobby for authorization to move throughout the building. In accordance with district policy, all visitors must provide identification which will be checked electronically against a registered sexual offender database through Raptor V-Soft Security System. The Raptor system generates badges for visitors and monitors them once inside our school building. For safety reasons, friends, younger brothers, sisters, and children of students are not permitted. Please see our website for additional information.

BELL SCHEDULE

Late Bell	7:25 a.m.
Homeroom	7:30 – 7:40 a.m.
1 st Period	7:44 – 8:29 a.m.
2 nd Period	8:33 – 9:18 a.m.
3 rd Period	9:22 – 10:07 a.m.
4 th Period (Lunch)	10:11 – 10:56 a.m.
5 th Period (Lunch)	11:00 – 11:45 a.m.
6 th Period (Lunch)	11:49 – 12:34 p.m.
7 th Period (Lunch)	12:38 – 1:23 p.m.
8 th Period	1:27 – 2:15 p.m.

TWO HOUR DELAY BELL SCHEDULE

Homeroom	9:30 – 9:40 a.m.
1 st Period	9:44 – 10:15 a.m.
2 nd Period	10:19 – 10:49 a.m.
3 rd Period	10:53 – 11:23 a.m.
4 th Period (Lunch)	11:27 – 11:57 a.m.
5 th Period (Lunch)	12:01 – 12:31 p.m.
6 th Period (Lunch)	12:35 – 1:05 p.m.
7 th Period (Lunch)	1:09 – 1:39 p.m.
8 th Period	1:43 – 2:15 p.m.

HALF DAY BELL SCHEDULE

Homeroom	7:30 – 7:40 a.m.
1 st Period	7:44 – 8:05 a.m.
2 nd Period	8:09 – 8:30 a.m.
3 rd Period	8:34 – 8:55 a.m.
4 th Period (Lunch)	8:59 – 9:20 a.m.
5 th Period (Lunch)	9:24 – 9:45 a.m.
6 th Period (Lunch)	9:49 – 10:10 a.m.
7 th Period (Lunch)	10:14 – 10:35 a.m.
8 th Period	10:39 – 11:02 a.m.

COURSE REQUIREMENTS

The District distributes a Course Guide each spring to students/parents that contains current course descriptions and course requirements. This guide may also be found online at www.wcasd.net.

MINIMUM COURSE LOAD REQUIREMENTS

Students in grades nine and ten must schedule a minimum of **6 credits** including Health and Physical Education. Students in grade eleven must schedule at least **6.4 credits**. All seniors must schedule at least **5.4 credits**. In order to be considered a 10th grader, a student must have earned **5 credits**, an 11th grader must have earned **11 credits**, and a 12th grader must have earned **17 credits**.

GRADUATION REQUIREMENTS: 23.8 CREDITS

English	4.0 Credits
Social Studies	4.0 Credits
Mathematics	3.0 Credits
Science	3.0 Credits
Electives	5.0 Credits
Health/Physical Education	2.8 Credits
Art/Humanities	2.0 Credits

COURSE CHANGES

All students' schedules have been finalized for the current school year. There should be **NO** changes in student schedules unless a computer scheduling error has been made over the summer. Any request for student schedule correction after school begins must be made through the appropriate counselor. Every effort will be made to correct any error(s). The enforcement of these policies is to promote a stable learning environment conducive to positive student academic progress.

Adding a class is permitted to replace an existing study hall or lunch period. Courses will be added only if doing so does not require the shifting of courses on the present schedule and only if space is available in that particular section. The deadline for requesting additional full-year courses is two weeks after the beginning of school. For semester courses, the deadline is one week after the beginning of the semester.

Dropping a class is permitted only with the permission of the Counseling Department and Administration. A course will not be dropped if it reduces the number of credits below the minimum credit requirement.

COURSE WITHDRAWAL POLICY

A student may withdraw from a class up to the following time period and receive NO grade:

Full year course2 weeks prior to the end of the second marking period

1st semester course2 weeks prior to the end of the first marking period

2nd semester course2 weeks prior to the end of the third marking period

Withdrawal from a course beyond the time specified above:

Student is failing.....WF grade is recorded and included in the GPA

Student is passingWP grade is recorded but not included in the GPA

PROGRESS REPORTS

Two types of progress reports keep parents informed of the level of their student's academic achievement. Telephone/Email progress reports are used when a problem needs immediate attention. Written progress reports are used in the middle of each marking period if a student is in danger of failing. If there are any questions or concerns, parents are encouraged to contact the teacher or the student's counselor. In addition, Parent Portal is a resource parents may use to monitor their child's grades and attendance.

DEPARTMENT TESTING DAYS

A testing schedule below was devised to prevent students from being overwhelmed by multiple tests in major subjects on any given day. Since the schedule applies only to major tests (defined as a test over a long or important unit and requiring an hour or more of preparation), quizzes and daily homework are exempt from the following testing schedule.

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Business	FCS	Art	Business Ed.	Art
English	Industrial Arts	Distr. Education	FCS	Industrial Arts
World Lang.	Science	English	Science	Mathematics
	Social Studies	Mathematics	World Language	Social Studies
		Music		

Approved vacations which take a student out of school during testing periods may delay the calculation of a student's class grade and GPA. Students are required to take any missed exam(s) immediately upon return from vacation. Any exam(s) missed in the fourth quarter will be graded by teachers in the fall.

Quarterlies are administered during the quarterly window for those subjects still utilizing them. Students who are absent due to illness or vacation are required to make up quarterlies on the next available date. Quarterly assessments are not administered early.

STUDENT RESOURCES

COUNSELING DEPARTMENT: 484-266-4311 OR 484-266-4318

Counseling services help students with school, home, and social concerns, educational planning, interpretation of test scores, occupation and career information, and study aid. In addition to the counseling staff, there is a Caseworker, School Psychologist, and an Intervention Specialist to help answer student questions.

The counseling staff serves students, parents, and the professional staff of Rustin High School with a wide range of services. The counselors have been trained to utilize both group and individual counseling techniques. They are prepared to assist students with improving school achievement, social/emotional concerns, course selections, post-secondary planning, the college application process and providing resources for financing higher education.

Each student will see his/her counselor in a group or individual setting during the school year. The focus of these meetings is:

- Grade 9: Orientation to the high school and development of a 4-year plan
- Grade 10: Career Exploration – Naviance
- Grade 11: Planning for post-high school years and credit check
- Grade 12: Graduation requirements, post-high school plans, and college application process

MULTI TIERED SYSTEM OF SUPPORT (MTSS)

The MTSS Team is comprised of the school's Psychologist, Intervention Specialist, Caseworker, School Nurse, all Guidance Counselors, an Administrator, and Teachers who have been trained in the Student Assistance Process. The purpose of the team is to identify student needs and link students with the supports necessary to address those needs.

Students may be referred to the team by any team member, faculty, staff, parent and/or student. Reasons for the referral can include academic difficulties, behavioral concerns, mental health concerns or suspected drug and/or alcohol use. Team members collect and review student achievement, attendance and other data in order to evaluate and structure the delivery of appropriate services and avoid duplication of services. The MTSS develops intervention plans which may consist of in-school support services and/or referrals to out-of-school support services. This approach contributes to our efforts to prevent students from "falling through the cracks." MTSS referral forms may be obtained in the School Nurse's Office and the Counseling Office.

INTERVENTION SPECIALIST: 484-266-4332

The Intervention Specialist is available to all students, parents, and staff to discuss any school, family or personal situations or problems. All information is strictly confidential between the individual and the specialist unless the person is a danger to self or others.

Student/Family Handbook:

The West Chester Area School District serves students who are experiencing homelessness per District Policy #251 and federal and state guidelines. The McKinney-Vento Homeless Assistance Act was created to assist student and families experiencing homelessness. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

If you are staying temporarily with someone else because you lost your housing, staying in a hotel, campground, shelter, or in an outside or inadequate place, you and your children have special rights at school.

Those rights include:

- Staying in the same school even if you move, and receiving transportation to that school, if it is in the student's best interest
- Enrolling in school immediately without the documents schools usually require
- Receiving free school meals
- Getting help with school supplies and other needs
- Help connecting young children with early childhood services

If your family is experiencing a loss of housing, please contact Mrs. Starr in the Guidance Office. We will assess your eligibility for services and provide appropriate referrals to community resources.

NURSE'S OFFICE: 484-266-4306

The Health Office is open from 7:20 a.m. to 2:50 p.m. and is staffed by one certified school nurse and one registered nurse. Each morning until 8:00 a.m., temporary physical education excuses will be issued as requested in writing by parents/guardians and/or physician. Long-term exclusion from participation in P.E. requires a physician's note.

If a student is ill or injured, he/she should report to the Health Office with a signed pass from the classroom teacher (passes are not required in emergency cases.) The school nurse will evaluate the student's health status and will contact parents if necessary. Students will be sent home only after the Health Office contacts parents/guardians or individual(s) listed on emergency cards. It is a violation of cell phone policy for students to call a parent because of illness without first reporting to the nurse's office with a signed pass. If a parent chooses to pick up a student who called the parent directly, the student will NOT be issued a nurse exclusion.

Every school related accident or injury must be reported immediately to the staff member in charge of the activity and to the school nurse.

Current immunization information should be supplied by parents/guardians so student health records are current. In accordance with Pennsylvania Health Laws, **no** high school student will be admitted or allowed to attend school without having received immunizations against diphtheria, tetanus, polio, two MMR (measles, mumps, rubella), varicella, and hepatitis B series of vaccines. A Pennsylvania Immunization Certificate is maintained on each student and is mailed home with the last senior report card. This certificate is an official health document and should be kept with other important papers.

All **11th grade students** must have a current physical examination on file in the Health Office. The physical examination may be done by the student's private physician or the parent/guardian may request in writing that the school physician perform the physical exam. This information is mailed at the end of the year with the 10th grade report cards.

***Rustin High School is a latex-free school.
No latex products are to be brought onto the Bayard Rustin campus.***

All medication taken during school hours must be kept in the Health Office. Prescription medications must be in the labeled pharmacy containers and must be accompanied by both physician and parent notes requesting that medication be given during school. Non-prescription medications (over-the-counter) must be supplied in their original containers and must be accompanied by a physician's written order and a parent note requesting that the medication be given in school with the exception of Tylenol, Benadryl, antacids and Advil per parent/guardian signed and dated yellow emergency form.

STUDENT ACADEMIC SUPPORT SERVICES

Teachers are available every day between 2:20 p.m. and 2:50 p.m. Students having difficulty in any particular subject may request help. Teachers may require that students stay for additional help or test make-ups.

STUDENT CONCERNS

Students with concerns regarding a teacher or grade should follow the procedures outlined below:

- * Discuss the matter with the teacher.
- * Make an appointment with guidance counselor to discuss the matter.
- * Contact the grade level administrator.

STUDY HALL PROCEDURES

- Students must report to study hall on time, even if planning to leave.
- In order to leave study hall, a signed pass must be presented to the teacher in charge following attendance.
- Students are to request library passes prior to the study hall period.
- Attendance will be taken for students remaining in study hall.

- Students will be expected to bring appropriate books and materials.
- After attendance is taken, students with signed passes will be permitted to sign out to other areas (counseling office, main office, achievement center).

ACHIEVEMENT/ MATH CENTER

The Achievement Center at Rustin is a place for students to access academic support and resources. The Achievement Center is located in A207 and the Math Center in B321. Centers are open for any student during periods 1 through 8 during the school year. Student may access the centers for any of the following reasons: test-taking and test preparation, study and organizational skills, assistance with reading assignments, homework help, assistance with writing, and with Math (Math Center only). Student may also use the Achievement/Math Centers for a quiet place to study.

Students may come to the centers voluntarily or respond to encouragement from their guidance counselors, teachers, parents, or administrators. Students using the Center during their designated *study hall* or *lunch* periods should report to their regularly scheduled class for attendance to obtain a pass from their teacher. Students may also come *from a class* should a short term, specific need arise. In this case, the teacher should sign a pass for the student and, if possible, provide a quick reason for the support (i.e. test, reading, math support/help, writing assignment, etc.). Students are asked to sign in and out when utilizing the Achievement /Math Center.

MEDIA CENTER/LIBRARY

The media center/library, located on the lower level, is open daily from 7:00 a.m. until 3:00 p.m. Students who use the library are expected to behave in accordance with established library regulations. Passes to visit the media center/ library during lunch and study hall must be obtained in advance. Students must then show the classroom teacher that library pass for approval and attendance purposes before reporting to the library/media center. Students must always sign in to the library. Subscription databases are made available to students both at school and remotely from home. Database usernames and passwords can be obtained from the library staff.

LOCKERS

Students are to use only the locker assigned to them and are to keep it locked at all times. Students are not to tamper with another locker, write on any locker, or give his/her combination to another person. The school suggests that **no valuable item be brought to school**. School administrators and teachers will not keep students' valuables. **If students bring such items to school, they do so at their own risk**. The school is not responsible for any loss from theft, damage, or otherwise. **Items left in lockers, gym lockers, or any other locations at any time are the student's responsibility. For Physical Education classes, students should purchase and utilize a lock to secure their items in the locker room.**

Lockers are the property of the school, and school authorities may search a student's locker in seeking contraband without prior warning, as school authorities are charged with the safety of all students under their care and supervision.

TELEPHONES/PERSONAL ELECTRONIC DEVICES

Students are permitted to use personal technology devices in the cafeteria, in the halls between periods, and with the permission of the classroom teacher. The District Acceptable Use Policy applies in all areas.

FIRE AND EMERGENCY DRILLS

It is essential that when the first signal sounds, everyone quietly and promptly clear the building by the classroom's prescribed route. During the first few days of school, teachers are to review the regulations and procedures with students. **It is the responsibility of students to follow the directions of their teachers and administrators during any fire or emergency drills.**

DISCIPLINE AND RECORDS POLICY

Students and parents/guardians are required to review the West Chester Area School District Discipline and Records Policy booklet distributed to all students at the beginning of each school year. We distribute this booklet electronically to students and families and post it on our website.

ATTENDANCE OFFICE: 484-266-4316

Students are expected to attend regularly from 7:25 a.m. until 2:15 p.m. Students arriving at 7:30 a.m. or later are considered late. Excused absences from school include personal illness, quarantine, a death in the family, observance of major religious holidays, pre-approved college visits, and for other purposes approved in advance by the administration. It is the responsibility of the student to make up all work missed due to absence. All other absences are illegal and unexcused, and the school laws of Pennsylvania shall apply.

HIGH SCHOOL ATTENDANCE GUIDELINES

Credit will be denied to those students who accrue more than 20 cumulative absences in a yearlong course. Credit will also be denied for those students who accrue more than 10 cumulative absences in a semester course. Those students who miss more than the allotted days will receive the grade for the course but not the credit.

Unlawful class absences due to truancy, lateness or cutting of class will result in a "45" F grade for all class work missed that day.

If a student is absent:

1. A parent or guardian should call the **Attendance Hotline at 484-266-4310**. (Parents will receive an automated call from the RHS Attendance Office whenever their child is marked absent in homeroom. Please let attendance know immediately if you receive a call and your child is not absent).
2. Upon returning to school, students shall drop off an excuse note in the attendance office. Parents are required to submit a written excuse within three (3) days of the absence. If a written note is not received, absences will be marked unlawful /unexcused.
3. Use the excuse forms provided in homeroom, the attendance office, online, or in this book.
4. Use a **separate form for each student**.
5. Please include a child's first and last name on excuse forms.

DEFINITIONS OF ABSENCES

Cumulative absences refer to days that contribute to the allotted number of days a student may be absent. Non-cumulative absences are absences that do not contribute to the specified days students may be absent.

CUMULATIVE ABSENCES

Excused absences: Those absences where any licensed practitioner of the healing arts or upon any other satisfactory evidence furnished shows that a student is unable to attend school and/or classes or is prevented from study because of illness or other urgent reasons including but not limited to the following (*The term "urgent reasons" shall be strictly construed and is not intended to permit irregular attendance.*):

1. A maximum of seven (10) days absence for students verified by a parent note. All absences beyond the tenth day of absence will require a physician's note.
2. Family vacation, pre-approved by the principal, while school is in session, up to a maximum of five (5) days per school year. The following will be taken into consideration by the principal in granting permission:
 - The student's academic standing
 - The student's attendance record
 - The effect the absence will have on the student's educational welfare
 - The exceptionality of the request

3. In lieu of family vacation days, parents may use the five (5) designated days as parent notes for illness or other urgent reasons previously listed. No more than fifteen (15) total days may be excused via a parental note..

Unexcused/Unlawful absences: Any absence which does not meet the definition of an excused absence includes but is not limited to the following:

1. Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from physicians.
2. Any absence not excused by a note from a licensed practitioner of the healing arts after ten (10) or fifteen (15) total days of absences verified by receipt of parental excuses.
3. Truancy – Frequent or prolonged absence without satisfactory reason, or willful violation of the compulsory attendance laws which are subject to the penalties provided for in the school laws of Pennsylvania.
4. Class cut.
5. Unlawful tardies and/or early dismissals as set forth herein. A tardy is defined as a minimum of one minute of lateness to school. An early dismissal is considered leaving prior to the end of the school day more than 60 minutes early. Eight (8) tardies to school and/or early dismissals will be considered one (1) unlawful absence in grades K-8. Unlawful tardies and cutting class in grades 9-12 will be handled under discipline as a Level One offense.
6. Any absence due to a family vacation while school is in session after the fifth of the five (5) day maximum per school year.

For students who are 17 or older and not of compulsory age, unlawful absences shall be unexcused absences.

NON-CUMULATIVE ABSENCES

1. Suspensions from school.
2. Illness verified by a note from a licensed practitioner of the healing arts submitted within three (3) days of a student's return.
3. Death in the family.
4. Religious holidays.
5. Pre-approved college visits (the form for this absence may be found at the end of this section).

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, or family emergency.

EARLY DISMISSALS

Early dismissals for reasons other than medical or dental appointments, court appearance, or family emergency will be considered **cumulative** absences.

Should a student need to be dismissed early from school, please submit a written request stating:

1. Student's **first and last name**
2. Student's grade
3. Date and time of early dismissal
4. Reason for early dismissal
5. Parent signature and telephone number

Students **must submit early dismissal requests** to the Attendance Office by 7:30 a.m. **No one will be dismissed without a written parental request.**

TARDINESS

Students arriving late to school must report to the attendance office to obtain a late pass for admittance to class. Students will be considered late if arriving at 7:30 a.m. or later.

1. Excused lateness to school reasons include
 - a. A doctor's appointment
 - b. Weather so inclement as to endanger the health of the child
 - c. Legal appointments with documentation (court appearances, driver's examinations, etc.)
2. Unexcused lateness to school (Policy does not permit parent notes for student tardiness due to illness. However, a student's chronic medical condition, documented by a doctor's note, will be taken into account.)
 - a. Each of the first four offenses in a semester will be recorded on the student's attendance record.
 - b. Fifth, sixth, seventh and eighth offenses in a semester will result in a student receiving one day of detention for each offense.
 - c. The ninth or more lateness in a semester will each result in one day of Saturday School.
 - d. **Unexcused lateness to school that results in an absence from fifty percent (50%) or more of a class period will be counted as a class cut and will result in a grade of "45" for any work missed.**
3. Unexcused lateness to class
 - a. One day of detention will be assigned for each offense.
 - b. Upon recording of the ninth or more lateness, the student will be assigned one day of Saturday School for each additional lateness.
 - c. **Unexcused lateness to class that results in an absence from fifty percent (50%) or more of a class period will be counted as a class absence.**
4. If a student is out of homeroom for school business, he/she must have a pass from the sponsoring teacher or on a list provided to the attendance office by the sponsor.

PERMISSION FOR VACATIONS

When parents schedule vacations during the school year and children must accompany them, the absence will be "excused" only if the parents request approval from the principal in writing before the trip is taken. All other absences for vacations will be considered unexcused. The absences for family vacations may be approved for up to 5 days per school year, and if approved, will be counted as cumulative absences. As noted in the attendance section, a "Request for Family Trip Absence Form" is included at the end of this handbook, and is available in the attendance office or on-line.

TECHNOLOGY & THE INTERNET

Technology and Internet resources are available for students to use to maximize their learning. Students wishing to use these resources must complete the following steps:

1. Sign the WCASD User Contract.
2. Have a parent/guardian sign the WCASD User Contract.

Student behavior not consistent with educational purpose and inconsistent with appropriate use will not be tolerated. Students engaging in misuse of equipment or resources will be subject to disciplinary action in accordance with district technology acceptable use policy.

PARKING AND DRIVING REGULATIONS

1. All student parking spaces are numbered, and assigned by lottery. **Completed application forms, a copy of insurance form, a valid student driver's license and \$70 are due in the Main Office by Thursday, August 13, 2020 for inclusion in the lottery. Checks must be made out to "WCASD".** Senior parking spaces will be issued in the lower senior lot, auditorium lot and café lot. Senior overflow parking will be in the stadium lot. Juniors will be assigned spaces in the stadium lot **only**.
2. **Freshmen and Sophomores may not drive or park at Rustin High School during the day.**
3. Seniors who carpool may purchase a parking spot together and share the spot, provided both cars and drivers are registered and the parking tag is used AT ALL TIMES. This is a senior privilege based on the

limited number of spots available in the senior lot. **Juniors may not carpool with seniors and park in the senior lot.**

4. If any spaces are left after the lottery on August 17th, they will be assigned on a first-come, first-served basis.
5. All student vehicles driven and parked on school grounds must be registered with the school and have a current hang tag properly displayed.
6. All student drivers must be licensed and covered by insurance.
7. The school is not responsible for the vehicles or their contents.
8. The administration reserves the right to search vehicles parked on campus when reasonable to do so.
9. Students are NOT to park in staff parking lots, handicapped spaces, fire lanes, walkways, visitor spots or unnumbered spots.
10. **Regardless of weather conditions, students may park ONLY in their designated spaces.** On snowy days, parking is more limited than normal. As a result, students are advised to use alternate transportation such as the bus or family drop-off. Students may NOT park in any other spaces.
11. Students are to abide by the school property speed limit of fifteen (15) miles per hour and all traffic signals/signs.
12. Loitering in any RHS parking lot during school hours is not permitted. Students are not permitted to visit cars or the parking lot during school hours without approval from an administrator.
13. Throughout the school year, events may occur during the school day that require extra visitor parking. For these events, senior parking will be reassigned to the stadium or grass fields.
14. Students are not to drive their vehicles from school grounds until the official end of the school day unless traveling to/from Work Study, the Allied Health program, Education Practicum or TCHS.
15. **11th and 12th grade Work Study, Allied Health, Education Practicum and TCHS students will be assigned in the auditorium parking lot ONLY if their completed application is turned in by Thursday, August 13th.**
16. Student violation of school parking or driving regulations will result in Saturday School, loss of driving privileges and/or external suspension. If a student's parking privilege is revoked, the hang tag must be returned to the main office. That hang tag and its numbered space may be re-issued to another student.

STUDENT DRESS & GROOMING

Students are expected to wear clothing appropriate to the educational program. Unacceptable attire includes (but is not limited to) attire that is unsafe, unhealthy, disruptive, offensive to generally accepted community standards or contains obscene language; clothing that reveals undergarments; and torn clothing. During the school year and summer school, the following applies to all students:

1. Tops
 - Shirts, T-shirts and sweatshirts must not have inappropriate slogans, words, pictures, alcohol/smoking advertisements, etc.
 - No see-through tops.
2. Pants/Shorts/Dresses/Skirts
 - No pants/sweatpants/shorts, etc. with writing in inappropriate places
 - Pants must be appropriately sized and worn at the waist and no lower than the top of the hips
 - Undergarments are not to be displayed
 - Pajamas are not permitted
3. Outerwear
 - Coats, hats, hoods, scarves, and the like are not to be worn in the school building except for religious reasons
4. Footwear
 - No bedroom slippers are permitted
 - Laces on shoes must be secured
 - Any footwear that poses a safety hazard is not permitted
5. Other
 - No chain link belts

- Spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard are not permitted
- For reasons of safety and health, special dress and grooming regulations may be developed for special areas like production areas, gymnasiums, etc.
- During special events such as field trips, spirit days, dances, commencement, etc., special dress may be prescribed.

CLUBS, ORGANIZATIONS & ACTIVITIES

Membership and participation in clubs, organizations and activities at Rustin High School is available to all students if they remain academically eligible.

BAYARD RUSTIN NATIONAL HONOR SOCIETY

Requirements for Membership:

1. A candidate must have attended Rustin High School for at least one semester.
2. A Cumulative GPA of 4.0 is required.
3. Candidates must maintain a passing grade in all subjects
4. Candidates must not have accumulated any Level II or Level III offenses or any instances of academic dishonesty on their record in grades 9-12.
5. A candidate must have displayed qualities of leadership, service, and character.
6. Candidates must complete a personal profile which includes all activities both in and out of school. Candidates must have at least two completed Community Service Verification Forms showing 20 completed hours of community service outside the Rustin Community.
7. Candidates are screened via evaluation forms by the entire staff. These evaluations are made in the strictest confidence.
8. Qualifying candidates are then selected for induction into the chapter by the Rustin NHS Faculty Council.
9. Candidates are inducted in a formal ceremony conducted by officers and the chapter's advisor. All inductees take the NHS pledge and agree to abide by the rules of the organization.

BEHAVIOR EXPECTATIONS FOR EXTRA-CURRICULAR ACTIVITIES

Students attending extra-curricular activities sponsored by the school are to follow regular school discipline guidelines. The administrators and teachers present will maintain an atmosphere appropriate for that activity and expect students' cooperation. Students who do not follow established regulations will leave the activity and be subject to disciplinary action.

All students bringing guests from other schools to a Rustin-sponsored dance will be required to complete a guest form. The form must be completed and signed by the visiting student, his/her parents, and the Rustin High School Principal. No guests over the age of 20 are permitted unless given approval by the Principal.

Middle school students are not allowed to attend. Any student who is suspended, expelled, or assigned a Saturday detention on the event day is not eligible to participate in or attend Rustin-sponsored events for that day. In an effort to provide for the safety and welfare of all students, an alcohol breath analyzer will be used at all major student activities throughout the school year.

HIGH SCHOOL EXTRA-CURRICULAR CODE OF CONDUCT

PHILOSOPHY

The primary purpose of the extra-curricular program in the West Chester Area School District is to promote the physical, social, emotional, intellectual and moral well-being of the participants. The extra-curricular program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences.

Through voluntary participation, students give time, energy and loyalty to their extra-curricular program. They also accept the rules, regulations and responsibilities that are unique to the program. In order to contribute to the welfare of the group, each student must willingly assume these obligations because the role of a participant demands that the individual make sacrifices not required of others. Emphasis will be placed on respect, trustworthiness, responsibility, and citizenship in hopes that all participants in our extra-curricular activities will be a positive force in preparing youth for an enriching and vital role in American life.

P.I.A.A. ATHLETICS ONLY

All high schools in the West Chester Area School District are members of the Pennsylvania Interscholastic Athletic Association. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence participation, representation, curriculum, and seasonal rules will be followed. The PIAA by-laws will be followed by any district sponsored interscholastic athletic program.

EXTRA-CURRICULAR DEFINED

Extra-curricular programs include extra-curricular activities, athletic activities and interscholastic athletics as defined in Board Policies 122 and 123.

ACTIVITY FEE

Participants in extra-curricular activities shall be responsible for payment of an activity fee in accordance with Board policy.

SPORTSMANSHIP/CITIZENSHIP

Students in the West Chester Area School District must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of their fellow students, spectators, opponents, and the media. Therefore, they have an obligation to serve as positive role models by subscribing to the following code of conduct:

1. Show respect for authority and property
2. Maintain academic eligibility
3. Maintain training rules
4. Emphasize the ideals of sportsmanship, citizenship, loyalty, ethical conduct, and fair play
5. Denounce and not participate in actions meant to demean opposing players, teams, spectators and officials

Any display of un-sportsmanlike behavior toward an opponent, official, or spectator during the season will result in counseling by the coach/advisor and possible suspension from the team or activity.

ACADEMIC ELIGIBILITY

Academic eligibility for extra-curricular activities is based on the premise that academic performance is the keystone of a high school education and the standard against which participation is measured.

Eligibility Requirements:

1. To be eligible for extra-curricular activities, a student must be enrolled as a full-time student in the district, a legal home school student, or a charter or cyber charter school student whose school does not offer the same extra-curricular activity.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. In the event that a student is not passing four (4) full credit subjects or in the event that a student is failing any two (2) subjects on the weekly report, he/she is ineligible to participate in games and practices for a period of one (1) week. Any student who is not passing at least four (4) full credit subjects or who is failing any two (2) subjects at the end of a grading period will be ineligible for a period of fifteen (15) school days beginning when report card grades are finalized. A student who has not successfully completed four (4) full credits at the end of the school year will be ineligible in the beginning of the following year for a period of fifteen (15) school days unless the failing grades are made up in summer school. The student may practice

with his/her team during preseason practices.

4. In order for a student to be deemed eligible in the middle of a weekly reporting period, direct contact from the teacher of the student's failing class must be made with the Athletic office.
5. Students that are ineligible for the fifteen (15) day period following a grading period cannot be deemed eligible under any circumstances.
6. **Extenuating circumstances:** When extenuating circumstances are negatively impacting on a student's grades, behavior and/or attendance and that student has become ineligible, a parent/guardian, faculty advisor, or administrator may address the Building Principal or his/her designee (assistant principal). The Building Principal or his/her designee will review those circumstances and decide whether to continue the student's ineligible status or place him/her on probation. He/she will also follow up with the appropriate building staff (i.e. teachers, guidance counselor, psychologist, and social worker) in order to assist the student with his/her problems.

REPORTING PROCEDURES

1. The Athletic Office will be responsible for compiling a list of students involved in the inter-scholastic athletic program for each season. Special note: Parents of home school or charter/cyber school students must report their grades to the athletic office on a weekly basis.
2. The Athletic Office shall compile extra-curricular eligibility reports.
3. The Athletic Director will notify head coaches and activity advisors of the students that are ineligible
4. The head coach or activity advisor will notify the students who are ineligible.
5. These academic eligibility requirements are applicable to all students who participate in extra-curricular activities in grades 9-12 in the district.

SCHOOL ATTENDANCE

Late to School - A student must be in school by 8:30 a.m. in order to participate in an athletic contest/practice/activity that day. An exception will be made if the student has an approved medical appointment, in which case, the student must present to the attendance office a signed statement from the doctor regarding the absence. A note from the parent/guardian for illness will **not** be acceptable.

Early Dismissal – In order for a student to participate in any extra-curricular activity, he or she must be present in school the day of the activity. If a student needs to have an early dismissal for any reason, he or she is expected to return at a reasonable time. If the student does not expect to return, he or she must receive prior permission from the administration or the athletic office.

The Building Principal or Athletic Director may make exceptions to this policy when a student has extenuating circumstances.

PRACTICES, MEETINGS, AND/OR COMPETITIONS

Each member of any team or organization is required to make a commitment to that sport or activity. Part of the commitment involves attending every scheduled practice, contest and activity. Unexcused absence from scheduled practices/contests/activities will result in the following actions:

1. Counseling by the head coach/advisor and notification of parents, if necessary, and
2. Suspension from the team/activity and possible dismissals if subsequent violations occur.

TRAVEL

Students must travel to and from away contests/activities in district provided transportation. The only exceptions to this policy follow:

1. Injury to participant which would require alternate transportation;
2. Prior arrangement made in writing between the participant's parent/guardian and the Athletic Director/Coach/Advisor for the student to ride with the parent/guardian due to special situations which may arise;

3. If transportation is not provided by the school district.

EQUIPMENT AND UNIFORMS

Equipment and uniforms are issued to students on a loan basis and are to be worn only when authorized by the coach/advisor. It is the student's responsibility to take care of the equipment and/or uniform. If any of the equipment and/or uniform is not returned at the conclusion of the season, an obligation will be issued to the student for the fair cost of replacing it. Until the obligation is resolved, the student will not be eligible for athletic/activity awards and will not be permitted to participate in any future extra-curricular activity.

“IN-SEASON” ONLY

The rules and regulations in this Code shall apply to any violation that may occur during the period of the extra-curricular activity participation **on and off school premises**. Period of activity begins with the first competition, meeting or practice and ends with the last contest, meeting or practice, whichever is the later date. Violations that occur off campus, in-season, will incur a suspension from the student's activity. The suspension length will match the length of the suspension that would have been given if the violation had occurred on campus.

Violation of the Discipline and Records Policies and/or other district policies which requires administrative action will be handled in accordance with the provisions of the specific sections as outlined in the policies. For example, if a violation involves a suspension from school, the student will also be suspended from participating in practices/contests/activities of that team/organization during the length of the suspension. Future violations of the Discipline and Records Policies and/or other district policies during the period of participation will result in further disciplinary actions as stated in this code.

It should be clearly understood that the same standards of behavior and discipline will be applied to all students and any violations of the Discipline and Records Policies and/or other district policies may result in forfeiture of the privilege to participate on a district extra-curricular activity.

Please note that the student suspension **will not** be adjusted to meet their practice, competition, or activity schedule.

TOBACCO USE - ON AND/OR OFF SCHOOL PREMISES

Smoking/possession of tobacco products will result in the following action:

First Offense - a three day suspension from all activities

Second Offense - a ten day suspension from all activities

Third offense - a suspension from all activities for the remainder of the season

VIOLATIONS OF THE DISCIPLINE CODE

LEVEL II OFFENSES

If a student is charged with three Level II offenses under the Discipline and Records Policies during one season, the student will be dismissed from the team/organization and excluded from all team/organization activities for the remainder of the season. For yearlong activities, reinstatement will coincide with the seasonal scheduling of athletics. For example: a student suspended in the fall may resume participation in their activity when the winter athletic season begins in November.

LEVEL III OFFENSES

If a student is charged with two Level III offenses under the Discipline and Records Policies during a school year, the student will be suspended from athletics/activities for the remainder of the school year.

SUBSTANCE ABUSE

Students/athletes are subject to all of the provisions of the WCASD Drug and Alcohol Abuse Board Policy 227,

Controlled Substance and Paraphernalia. In addition to other discipline under the policy, any student who violates the policy through possession or use will be subject to the following:

First Offense – The student will be excluded from team or organization for a period of 10 school days.

Second Offense – The student will be excluded from all team or organization for the remainder of the school year.

Selling or Distribution

If a student is found selling or providing controlled substances on school property, in the community or on the school bus, he/she will forfeit all rights and privileges for further participation in extra-curricular activities for the remainder of the school year.

Anabolic Steroid Use/Abuse

The use of, possession, delivery of anabolic steroids or other illegal performance enhancing substances except for a valid medical purpose, by any student involved in school related extra-curricular activities is prohibited. Disciplinary action could include any or all of the following:

First Offense – The student will be suspended from high school extra-curricular for the remainder of the season.

Second Offense – The student will be suspended from high school extra-curricular activities for the remainder of the school year.

Third Offense – The student will be permanently suspended from high school extra-curricular activities in the district

No student shall be eligible to resume participation in high school extra-curricular activities unless there has been a medical determination that no residual evidence of steroids exists.

STATEMENT ON THE PENNSYLVANIA CRIMES CODE

Violations of the Pennsylvania Crimes Code that occur “in season” outside of school shall be subject to administrative investigation with the possibility of the student being suspended or dismissed from the extra-curricular activity.

DRUG TESTING

The district reserves the right to require lab testing if a student is suspected of substance abuse.

HAZING

Per School Board Policy 247, the district does not condone any form of initiation or harassment, known as hazing, as part of any extra-curricular activity. No student shall plan, direct, encourage, assist or engage in any hazing activity. Students who are subject to hazing or become aware of hazing shall report the incident to the Building Principal.

SPECIFIC EXTRA-CURRICULAR ACTIVITY RULES

Head coaches/advisors may establish additional guidelines through their training/meeting rules with the approval of the athletic director/administrator. Any additional rules and regulations developed by the head coach/advisor of any extra-curricular activity must be approved by the Athletic Director/Administrator prior to the start of the program. These rules cannot be inconsistent with any provisions of this Code. These additional rules and regulations must be in writing and on file in the Athletic Office/Main Office.

CONTROLLING POLICY

Where another Board policy is more stringent than this Code, it shall govern. All district policies are publically available on the district’s website and all participants in extra-curricular activities are responsible for compliance with Board policy.

BAYARD RUSTIN HIGH SCHOOL

REQUEST FOR APPROVED ABSENCE

(Please Print)

Date of Request: _____

Student's Grade: _____

Please check: Family trip: _____ Other (describe): _____

I/We hereby request to take our child _____,

on a trip that we consider to have educational value during regularly scheduled school time.

The date(s) of the trip are _____.

The destination is _____.

In order for the faculty to have time to prepare work for the student, this request must be submitted to the Principal no fewer than five (5) days prior to the proposed trip.

It is understood by both the parents and the student that it is the student's responsibility to check with each teacher prior to the trip to determine homework and other assignments that may be due during the absence. Homework and other assignments should be completed and returned by the date designated by the teachers.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

Grade Level Administrator's Signature _____ Date _____

In accordance with the West Chester Area School District Policy, the first five days for vacation and three days for senior college visits are non-cumulative and will be excused. All subsequent days will be unexcused and considered cumulative absences which will count toward credits.

EXCUSE FORM
WEST CHESTER AREA SCHOOL DISTRICT

Name of School _____

Room _____

Teacher _____

Name of Pupil _____

Dates(s) Absent _____

Cause of Absence _____

Parent Signature _____

To comply with the ruling of the Department of Education, it is necessary to have the data in form above. This excuse must be brought to the teacher at the opening of the session of school following the absence.

BY ORDER OF THE SUPERINTENDENT OF SCHOOLS

**WEST CHESTER AREA SCHOOL DISTRICT
BAYARD RUSTIN HIGH SCHOOL**

COLLEGE VISIT PERMISSION/VERIFICATION FORM

(Please Print)

Date of Request: _____

Grade: _____

Name of Student: _____

Name of College/University: _____

I approve _____ / do not approve _____ the visit:

Principal or designee signature: _____

If not approved, reason for disapproval: _____

Visit Verification (must be signed by representative of the College/University):

In accordance with the West Chester Area School District Policy, the first five days for vacation and three days for senior college visits will be excused. All subsequent days for those reasons will be unexcused.

Pre-approved college visits are non-cumulative;
all other trips are cumulative absences and count toward credits.