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Wilson Area Intermediate School

2400 Firmstone Street Easton, Pennsylvania 18042
(484) 373-6110 or (484) 373-6111

Mr. Michael Chromey, Principal
Ms. Jennifer Burd, Assistant Principal

Wilson Area School District Mission Statement:

ENTER TO LEARN...

The Wilson Area School District will provide a variety of learning experiences designed to allow all students to meet their fullest potential, to become lifelong learners, and to become responsible and productive citizens who will lead fulfilling lives. The district and community will form a partnership in educating the students so that they may

...GO FORTH TO SERVE.

Wilson Area Intermediate School Mission Statement:

To create and maintain a safe nurturing environment that is conducive to academic excellence and the development of responsible and capable citizens through collaboration with students, parents, faculty, and administration. Our team approach will utilize multiple resources, strategies, and technologies while recognizing the unique characteristics and transitional needs of the middle school student.

Purpose:

At Wilson Area Intermediate School, we are dedicated to the academic growth of our students. We exist to help our young people develop their knowledge base and thinking skills in a variety of subjects and disciplines. Our school is also concerned with the social/emotional well-being and growth of our students. We seek to aid our students in the development of self-confidence, self-respect, self-discipline and ultimately, responsible and fulfilling behaviors.

Wilson Area Intermediate School
2400 Firmstone Street Easton PA 18042
Phone - (484) 373- 6110 or 6111 / Fax - (610) 258- 4014
<http://www.wilsonareasd.org>

SECTION 1: GENERAL INFORMATION AND POLICIES

Attendance:

The Wilson Area School District expects all students to attend school on a regular basis and all parents to abide by State and local regulations regarding attendance. Absenteeism and tardiness interrupt the student's educational program and interfere with academic success. The School District encourages cooperation and communication among parents, teachers, and administrators in upholding the laws regarding attendance, enforcing District policy, and providing the maximum benefits of education to our students.

- Students arriving at 9:45 am or later will be charged with a half-day absence.
- Students arriving at 11:25 am or later will be charged with a full-day absence.

Excused Absence:

Excused absences are administratively authorized absences from schools and are granted for the following reasons:

- Personal Illness
- Death in the Immediate Family
- Major Religious Holidays
- Emergencies (parents should contact the school as soon as possible)
- Educational Family Trip - Excused absences may be granted by the building principal, not to exceed five (5) days in the school year, for educational family trips. At the discretion of the Superintendent, up to ten (10) additional days in the school year may be granted by the Superintendent, with prior approval. Consecutive days beyond fifteen (15) total days will require that the student be withdrawn from the District. Permission to be absent for an educational trip will be granted only under the following conditions:
 - The parent or guardian must complete a "Request for Excused Absence" form, which is available in each school office, prior to the trip.
 - Approval for excused absences, not to exceed a total of five (5) days for the school year, will be at the discretion of the building principal and granted to students who do not have attendance issues.
 - Consideration will be given to the student's attendance record and academic progress.
 - Requests for additional excused days, not to exceed ten (10) days for the school year, must be submitted to the Superintendent in writing, prior to the trip.
 - Absences for educational family trips, which have not received prior approval, will be deemed unexcused.

Truant:

Three (3) or more school days of unexcused absences during the current school year by a child is subject to the compulsory school attendance law.

Habitually Truant:

Six (6) or more school days of unexcused absences during the current school year by a child is subject to the compulsory school attendance law.

Unexcused Absences:

Absences other than for the reasons already explained will be considered unexcused. When a student is charged with an unexcused absence, parents are liable to legal action under the laws of the State of Pennsylvania. Examples of unlawful absences include: cutting class, skipping school, missing a bus, illegal employment, and any other excuse that is not acceptable according to the School Code. Failure to provide a doctor's excuse, when required, will also be considered to be unexcused. School time missed, due to chronic tardiness to school without a written legal excuse, may be accumulated and converted to an equivalent number of days of unexcused absence. When an absence is determined as unexcused, the parents or guardian will be notified electronically, by phone, or by letter after each of the first two offenses. The District will notify parents or guardians in writing of the student's third unexcused absence that the child has been truant. When a student has reached six (6) days of unexcused absences the District will notify parents or guardians in writing of the student's six (6) unexcused absences that the student is habitually truant. The student will also be required to participate in an attendance improvement conference. This conference is defined, under law, as a conference where the child's absences and reason for absences are examined in an effort to improve attendance. The following individuals will also be invited to the conference:

- The student
- The person in parental relation to the student
- Other individuals identified by the person in parental relation who may be a resource
- Appropriate school personnel
- Recommended service provider
- Magisterial District Judge

The District is required to make meaningful attempts to encourage parent participation in attendance improvement conferences by advance written notice and attempts to communicate via telephone. The District will hold the conference even if the parent and/or the student declines to participate or fails to attend. A written attendance improvement plan will be developed during the conference. Any further offenses after the attendance improvement conference could result in legal action against the parent or guardian. When a student's absence is unexcused, the student may not have the opportunity to make up missed schoolwork

Returning to School Following an Absence:

When a student is absent from school, the District requires that a written excuse accompany the student upon his/her return to school. The excuse must indicate the dates of absence, give the reason for the absence, and should bear the date on which it was written. Failure to produce a written excuse could result in an unexcused absence. When a student is absent for three or more consecutive days, a doctor's excuse may be required when the student returns to school. Doctors' excuses may be required for all absences if a student is excessively absent from school. Excessive absenteeism shall constitute absences exceeding ten (10) days of the school year. Valid doctor's excuses and approved requests for excused absences shall not be counted toward the days specified above. Parents will be notified when doctor's excuses are required.

Parent Call-In Policy:

Intermediate school parents are asked to call the school attendance line (484-373-6125) on the morning of a child's absence. If a call is not received from a parent or guardian, a call may be placed to the parent at home or at work to confirm the student's absence from school. Parents should call the school nurse if an extended absence is due to prolonged illness. Absent students hold the responsibility for making up missed classwork. Work can be sent home for those who

are absent for an extended period of time by calling the office. Homework will be ready by 2:00 pm on the day following the notice from parents.

Late to School:

If a student arrives after 8:00 am, he/she is considered late to school and must report to the office first. A note which documents an excused reason for the late arrival and includes a parent's signature must be presented upon arrival. Tardiness with no written excuse will be considered unexcused. Detentions are assigned to students who are unexcused late more than three times. If a student continues to be late, disciplinary consequences will progress and an individualized improvement plan may be developed with the assistant principal.

Participation in School-Related Activities:

Students who are absent from school will not be permitted to attend or participate in school-sponsored activities held the day or evening of the absence. This would include field trips, dances, concerts, plays, sporting events, etc. The only exception is absence due to approved trip/activity involvement as a representative of the school (student field trips, conferences, etc.) or planned pre-approved college trips that cannot be otherwise scheduled. Attendance on Friday is required for school-related activities scheduled on Saturday or Sunday, unless otherwise pre-approved by the principal.

Early Dismissal:

Students who must leave school early for a reason such as a medical appointment must present a note to the office. A slip will then be issued to the student to present to his/her classroom teacher at the time of dismissal. Students completing appointments are expected to return to school for the completion of the academic day if one or more instructional periods remain. Release for appointments is not a day off. Dismissal between the start of the day and 9:45 AM will be deemed a full day absence. Dismissal between 9:46 AM and 11:25 AM will be deemed a half day absence. Students are expected to submit a doctor's note or other valid note from their appointment.

Late to Class:

There is a set amount of time for passing between classes. The teacher will determine if a student is legitimately late to class after that time has passed. If a student is detained by the previous teacher, he/she shall be required to get a late slip from that teacher. In the event of tardiness due to negligence, the teacher will record this information. Any student who accumulates four or more unexcused lates to class will be assigned a teacher detention. Students who are habitually tardy will be referred to the Assistant Principal.

Awards Program:

Each spring, teachers nominate students for awards that recognize outstanding achievement in each subject area. Attendance awards are presented to students who have had no absences and have not arrived late. Awards are also given to students who have served the school in some special way throughout the year. These awards are presented at special assemblies during the last week of school.

Books:

Students are issued textbooks and workbooks by teachers throughout the school year. It is the responsibility of the student to care for these materials in the following ways:

- Report any damage to the teacher.
- Keep all books covered at all times.
- Report lost or misplaced books to the teacher.
- Clearly write, in ink, the student's name and grade inside the cover.

Students who lose books or return books showing more than reasonable wear will be assessed a fine appropriate to the damage.

Bullying/Cyberbullying POLICY:

Purpose:

The Wilson Area School District is committed to providing a safe, positive learning climate for students. The Board of Education 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.

Definition:

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:

- Substantial interference with a student's education
- Creation of a threatening environment
- 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.

Authority:

The Board prohibits all forms of bullying by District students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good-faith reports of bullying.

Delegation of Responsibility:

Each student shall be responsible to respect the rights of others and ensure an atmosphere free from bullying. Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with the students. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board. The Administration shall annually provide the following information with the Safe School Report:

- Board Bullying Policy
- Report of bullying information

- Information on the development and implementation of any bullying prevention, intervention, or educational programs

Appeal Procedure:

If the complainant or accused is not satisfied with the school principal's decision, the student, parent, or guardian may appeal to the Superintendent.

Guidelines:

A copy of this policy will be distributed to parents, staff, and students and posted on the District's website. Additionally, parents, staff, and students will be advised of this policy through educational programs and written materials.

Education:

The District shall develop and implement bullying prevention and intervention programs. Such programs shall provide District staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

Consequences for Violations:

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the code of student conduct as stated in the student handbook, which may include:

- Counseling within school
- Parental conferences
- Loss of school privileges
- Transfer to another classroom or school bus
- Exclusion from school-sponsored activities
- Detention, suspension, or expulsion
- Counseling/therapy outside of school
- Referral to law enforcement officials

References:

School Code – 24 P.S. Sec 1302-A, 1303.1-A State B

Bus Regulations:

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Some district buses utilize surveillance cameras to monitor student behavior. The bus rules and regulations are read to all riders on the first day of school, and they are printed on the district calendar. It is the responsibility of the student to be aware of these rules and regulations. Students who violate these rules can lose their riding privileges for three (3) days to a full year, depending upon the severity of the infraction. Only students assigned to each bus will be permitted to board unless prior approval has been given by administrators for extenuating circumstances. Students who come to school on the bus should return home on the bus, unless a note from a parent or guardian is turned in to the office. The school district has initiated a form entitled School Bus Incident Report to Parents, informing them by mail of a disciplinary action taken involving their child. The particular incident could have jeopardized the safety and well-being of all students on the bus. The infractions listed are:

- Improper boarding/departing
- Bringing articles aboard the bus of injurious or objectionable nature
- Failure to remain seated
- Refusing to obey the driver or bus aide

- Fighting/pushing/tripping
- Hanging out of the window
- Throwing objects in or out of the bus
- Lighting matches/lighter, smoking, and/or vaping
- Spitting
- Littering
- Unnecessary noise
- Tampering with bus equipment
- Rude, discourteous, or annoying conduct
- Destruction of property
- Other behavior relating to safety, well-being, and/or respect for others

A space for listing the Specific Details is provided on the form. The above incidents will not be tolerated by school bus drivers, and the following consequences will normally be taken when infractions occur:

- The bus driver will issue a verbal warning to the student.
- The bus driver will submit a referral to the assistant principal.
- The student will lose riding privileges, as severity demands (ranging from 3 days to the remainder of the school year).

If the incident is of a severe nature, immediate and severe steps may be taken. Bus drivers have the freedom to assign seats as they deem necessary. Loss of bus privileges is not a valid reason for absence from school. Incidents determined to require additional action may result in disciplinary actions beyond bus suspension.

Cafeteria:

Wilson Area Intermediate School will be offering an optional daily breakfast program in addition to the already existing lunch program. Students have the opportunity to enter the school building for breakfast starting at 7:45 AM. All students will have an established debit account. Students will use their student identification cards assigned at the beginning of the school year. The ID card will be swiped and student information including their picture will appear on the screen for the cashier to view. The picture will prevent another student from using their account and ensure that the account is confidential. The cost of the food will automatically be deducted from the account without the need for cash. When there is a low balance threshold (approximately 3 meals remaining), a memo will be given to students reminding them that the account needs to be replenished. Lastly, dietary restrictions can be entered into the system, which will be displayed when the cashier reviews the student's account. There is no limit on the amount of money that can be deposited into a debit account. For safety purposes, we recommend that advance payments be made with a check payable to *Wilson Area School District*. Advance payments will assist in managing student accounts.

Cafeteria Costs:

- Breakfast Price: \$1.20 per day (full price) / \$0.30 per day (reduced price)
- Lunch Price: \$2.25 per day (full price) / \$0.40 per day (reduced price)
- Students who prefer to pack a lunch will be able to buy milk at a cost of \$0.40.

Free and Reduced Applications:

No student may receive a free or reduced breakfast/lunch unless an application has been filed with the district and approved. All other students will be charged the full price for their meals. Snacks, alternative beverages, and a la cart items can be purchased electronically from the student account.

Cafeteria Student Conduct:

Students are expected to meet the following behavioral expectations while in the cafeteria:

- Use appropriate language and volume while socializing (no offensive or profane language, no shouting or screaming).
- Clean up your table and floor area when necessary.
- Maintain safe behaviors at all times (no running, throwing of food or objects, pushing/shoving).
- Remain at the lunch table, unless permission to move is otherwise granted.
- Respect others' personal space, items, and food.

Students who are not demonstrating appropriate behavior in the cafeteria will be assigned to a "reserve" table for a minimum of one lunch period. Students who demonstrate continued misbehavior may be assigned to an alternate lunch table for an extended period of time.

Chromebook:

Students are responsible for the appropriate use of the Chromebook both at school and at home. All commercial, illegal, unethical, and inappropriate use of Chromebooks is expressly prohibited. Students are expected to arrive at school every day with the Chromebook battery fully charged and with the power adapter. Students must report issues with their Chromebooks as soon as possible. Similar to textbooks, damage to the Chromebook is the responsibility of the student. Information on the use of Chromebooks in a 1:1 environment can be found on the District website.

Acceptable Use of Internet and Computer Technology POLICY:**Purpose:**

The Board supports the use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Authority:

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The district reserves the right to view and monitor all applications provided through the network, including email, to log Internet use by staff, and to monitor file server space utilization by District and outside users. As required by law, the District will utilize filtering software to restrict and

monitor the use of the Internet, email, blogs, and chat. The Board establishes that network use is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. Personnel under contract with the District, such as consultants, are bound by the terms of this policy when using the Internet within the District. The Board establishes that the following materials, in addition to those stated in law, are inappropriate for access by minors: visual, graphic text and any other form of obscene, child pornography, or other material harmful to minors; material advocating terrorism and evil, hateful, illegal, defamatory, harassing and other materials promoting or condoning extreme violence. The School District will cooperate to the extent legally required with local, state and federal officials in any investigation concerning or related to the inappropriate use of District technology.

Delegation of Responsibility:

The District shall make every effort to ensure that students and staff use this resource responsibly. This includes educating students about appropriate online behavior, including the integration of instruction that focuses on social networking interaction, chat room communication, cyberbullying awareness and prevention. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. As required by law, the District will utilize filtering software to restrict and monitor the use of the Internet, email, blogs, and chat. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. All staff and students are responsible for reading and following this policy. In the event, student online behaviors are disruptive to the educational process of the District, offenders shall be the subject of appropriate school discipline, as well as, legal and/or police proceedings; including the right to discipline students for actions taken off campus if they are intended to have an effect on another student or they adversely affect the safety and well-being of students while in school. As required by law, the District will educate students about appropriate online behavior, including interacting on social networking websites and chat rooms. Furthermore, cyberbullying awareness and strategies for prevention will be integrated into instruction. The building administrator, working in conjunction with the Superintendent, shall have the authority to determine what is inappropriate use and the consequences for inappropriate use. The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

- Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
- Maintaining and securing a usage log.
- Monitoring online activities of minors.

Guidelines:

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be public. Users have no privacy expectations in the contents of their personal files or any of their use of District technology. Network users shall respect the privacy of other users on the system.

Prohibitions:

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance

with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Illegal activity.
- Uploading of School District personal and private information/data, images, and copyrighted material in blog or web page without proper consent.
- Commercial or for-profit purposes.
- Product advertisements or political lobbying.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Cyberbullying another individual or entity including cyberbullying action off-campus and outside school hours when actions are disruptive to the educational process.
- Access or transmit gambling, pools for money or any other betting or games of chance.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Access to obscene or pornographic material or child pornography.
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
- Inappropriate language or profanity.
- Transmission of material likely to be offensive or objectionable to recipients.
- Participate in discussions, chat rooms or groups that cover inappropriate and/or objectionable topics or materials.
- Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Bypass or attempt to bypass Internet filtering software.
- Loading or using of unauthorized games, programs, files, or other electronic media.
- Disruption of the work of other users.
- Destruction, modification, abuse or unauthorized access to network hardware, software, and files.
- Quoting of personal communications in a public forum without the author's prior consent.
- Intentionally disrupting the network, network accounts, service, or equipment of others.
- Altering or attempting to alter files, systems security, or software.
- Student pictures and information in the press or electronic media, if the parent or guardian signed a release form withholding permission to publicize their son/daughter's picture.

Incidental personal use is permitted for employees as long as such use does not interfere with the employee's job duties and performance, with systems operations, or with other system users. Personal use must comply with this policy and all other applicable School District policies, procedures, and rules. Students may only use the District's network for educational purposes. The District reserves the right to revoke the privilege of remaining in or enrolling in courses that require access to technology when a student violates this policy.

Security:

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

- Employees and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or employee's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

- Users are required to log off of the network when finished.

Consequences for Inappropriate Use:

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Any and all costs incurred by the District for repairs and/or replacement of software, hardware, and data files will be the responsibility of the user who has created the problem. Illegal use of the network: intentional deletion or damage to files of data belonging to others: copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright:

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Safety:

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc. The School District reserves the right to legally access users personal technology devices brought onto school property, or to School District events, or connected to the School District network, when the School District reasonably believes they contain information that violates a School District policy, or contain information/data that is involved in a criminal activity. Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software. Internet safety measures shall effectively address the following:

- Control of access by minors to inappropriate material on the Internet and World Wide Web.
- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Restriction of minors’ access to materials harmful to them.

Social Media/Network Guidelines for Students:

Due to the wealth of social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, or a future employer to see. Below are guidelines students in the Wilson Area School District should adhere to when using Google tools in the classroom.

- Follow the school’s code of conduct when writing online. It is acceptable to disagree with someone else’s opinions, however, do it in a respectful way. Make sure the criticism is

constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give your personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste others' thoughts. When paraphrasing another's idea(s), be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Course Offering:

Students in grades five through eight have reading, language arts, math, science, and social studies. All students have health, physical education, and physical wellness each week. All sixth through eighth grade students will have art, music, family and consumer science, technology education, and computer arts five times a week for seven and a half weeks.

Discipline:

The Wilson Area School Board believes that in order for students to gain the maximum benefit from the educational program, high standards of student conduct must be established and maintained. The Board is pleased with the general deportment, good citizenship, cooperative attitude, and mutual respect displayed by most of the students. It is largely through their efforts and those of School District personnel that a wholesome educational environment is present in all of the schools of the District. On occasion, however, unacceptable student conduct does take place, and fair and reasonable disciplinary measures become necessary. It is for that reason that this policy has been adopted and is being implemented throughout the Wilson Area School District. Incorporated as a part of this policy are the Regulations of the State Board of Education of Pennsylvania entitled Student Rights and Responsibilities. The School District specifically endorses the due process requirements of these regulations while at the same time adopting the section listing student responsibilities as the code of conduct for all students. Certain rules and regulations have been established within each school building regarding student conduct. It is the responsibility of School District personnel to make these available to the students so that they are aware of them. These rules and regulations along with the code included in this policy are applicable not only in school buildings and on school grounds but also when students are going to and from school, are being transported by school vehicles, and are participating in or attending school activities. In cases where students do not exercise self-discipline and are in violation of rules, regulations, or the code of conduct, School District personnel must assume the responsibility for enforcement. In this process the following list includes some of the techniques which may be applied: reprimanding, counseling, conferring

with a parent or guardian, assigning additional work, detaining after school, and making referrals to guidance and administrative personnel. At times more stringent administrative action may be appropriate. Exclusion from school is specifically addressed by state regulations and is included in this policy in greater detail. "Every teacher in the public schools of this Commonwealth shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them" (Section 1317, School Laws of PA).

Corporal Punishment:

No corporal punishment shall be administered to a student. However, reasonable force may be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, and (4) for the protection of persons or property.

General Rules:

Students are expected to be courteous and respectful to everyone. Other people's feelings, belongings, etc., should be treated as they would want their own to be treated. If this basic rule is followed, everyone can enjoy their hours spent at Wilson Area Intermediate School. Bring only those items which are necessary for school. The following specific rules are in effect at Wilson Area Intermediate School to assure everyone's safety, hygiene, and right to an uninterrupted education.

- When a student has permission to leave the classroom, he or she is expected to sign out and carry a hall pass. Students are expected to walk and remain quiet in the hallways.
- Physical contact or horseplay will not be tolerated. Students should report directly to class and not loiter in the hallways or lavatory.
- Students are expected to use appropriate language (no profanity, obscenities, derogatory language).
- Students will be permitted to leave cellular phones and other electronic devices, in accordance with district policy, turned off in their lockers/backpacks during the instructional day.
- Students should behave properly on the way to and from school whether riding on a bus or walking. This includes staying off the street or road when waiting for the bus.
- All students are expected to be prepared for all classes as required by individual teachers.
- The following items are illegal for students to carry onto school property: pagers, aerosol spray paint cans, and/or sharpies or similar marking devices
- The following items are not to be possessed or used in school: perfumes/body sprays, walkie-talkies, laser light pens, large amounts of money, and/or any other very valuable personal items
- The following items should not to be brought to classrooms (unless approved for extenuating circumstances): food, paints, toys, and/or anything that is not necessary for participation in the lesson
- Any of the above-listed items will be taken to the office if brought to school.

Elementary Discipline Procedures (Grades 5-6):

Teachers will establish rules and expectations. Classroom procedures will be practiced with students, especially at the beginning of the school year. Classroom misbehavior may be

handled using the following protocol:

- 1-2 verbal warnings/cues/redirections
- Infractions noted on behavior sheets (a behavior sheet is sent home with each student daily or weekly and requires a parent's signature. This sheet is used to provide feedback to students and parents.)
- 3 behavior sheet infractions in one day or 5 infractions in one week will result in an automatic lunch detention or before/after school teacher detention.
- Parents will be notified of the issuance of a lunch detention by phone call, email, or note. Before and after school teacher detentions will be scheduled with a parent via phone call or email.
- Reasons for behavior sheet infractions may include, but are not limited to:
 - Missing or incomplete assignments
 - Off-task talking/behavior
 - Rude/inappropriate behavior toward classmates
- Continuously disruptive behavior may lead to removal from the classroom. Reasons for removal from the classroom may include, but are not limited to:
 - Off-task talking/behavior
 - Making noises
 - Frequently out of seat
 - Constant redirection due to refusal to complete classwork
- When students are removed, this is used as a cool-down period. Students are monitored and are expected to complete their work in the hallway.
- Teacher detentions may also be given to those who are removed from the classroom.
- Students may be referred to the office for discipline. Reasons for office referral may include, but are not limited to:
 - Continuous classroom removals and/or teacher detentions.
 - Student becomes physical with others or poses a threat to the class or themselves.
 - Egregious disrespect.
 - Violation of a school district policy.

Secondary Discipline Procedures (Grades 7-8):

The administrative staff of the Wilson Area Intermediate School has approved the following infractions of Rules and Regulations deemed improper by the Student Behavior Committee. The behavior of children is unique and individual; therefore, no list can be all-encompassing. This list presents a sample of possible infractions and consequences.

Examples of Level I Infractions:

- Cheating and lying
- Disrespect
- Disruptive behavior
- Eating and drinking in non-designated areas
- Failure to return forms or school-owned property
- Gum chewing
- Inappropriate display of affection
- Insubordination (failure to follow rules)
- Intimidation
- Late to class
- Littering
- Loitering (hanging around)

- Mental harassment
- Offensive language
- Unsafe conduct
- Uncovered books

Possible Consequences of Level I Infractions (Issued by Teacher) *Not in order of progression:

- Behavioral contracts
- Counselor reference
- Isolation
- Parent contact/conference
- Privilege removal
- Student conference
- Teacher detention
- Team conference
- Warning

Examples of Level II Infractions (Office Referral):

- Bullying (mental/physical harassment)
- Bus misconduct
- Cafeteria disruptions
- Continuation of Level I offenses
- Defacing property (damaging)
- Excessive tardiness or late arrivals to class
- Excessive disruptive classroom behavior
- Failure to serve teacher or office detention
- Forgery
- Gambling
- Hallway/lavatory disruptions
- Inappropriate or abusive language
- Insubordination/defiance/disrespect
- Minor Theft
- Skipping classes/leaving without permission
- Uncooperative with a substitute teacher
- Unhealthy/unsafe practices
- Violation of school rules

Possible Consequences of Level II Infractions (Issued by Administrator) *Not in order of progression:

- Behavioral contracts
- Citation Issued
- Counseling
- Detained in office
- In-school suspensions
- Office detentions
- Out-of-school suspension
- Parent Conference
- Removal of bus privilege
- Restitution for damages
- S.A.P. referral
- School-Based Community Service

- Withdrawing Privileges

Examples of Level III Infractions (Office Referral):

- Bullying (mental/physical harassment)
- Continuation of Level II offenses
- Fighting/Physical assault
- Hindrance of investigation
- Leaving building without permission
- Major theft (school or personal property)
- Major threat/bomb threat/false alarm
- Obscene language or gestures
- Possession or use of tobacco products
- Possession or use of vaporizer/products
- Possession or use of alcohol, drugs, paraphernalia
- Possession, use, or transfer of a weapon(s)
- Sexual harassment
- Vandalism
- Violation of School District Policy
- Violation of local, state, or federal laws or regulations

Possible Consequences of Level III Infractions (Issued by Administrator) *Not in order of progression:

- Alternate schooling
- Citation Issued
- Counseling
- Expulsion
- In-school suspension
- Out-of-school suspension
- Referral to civil authorities (fire, police depts.)
- Restitution for damages
- S.A.P. referral

Office Detentions:

Detentions will be held each day from the end of the school day until 3:30 PM in the assigned area. Detention assignments will be made by the principal/assistant principal for students who are not able to conduct themselves according to the rules of the school.

- Students assigned to detention must report immediately at the end of the school day. Lateness could result in further administrative action.
- No bus transportation will be provided for students assigned to detention.
- Students will be given at least 24 hours' notice of a detention, and it is the student's responsibility to notify a parent.
- Written teacher referrals posted in Skyward may result in the issuance of a detention assigned by Administration.
- Students assigned to detention will be expected to bring school-related work with them to do during the time spent in detention.
- Failure to do so could result in further administrative action.
- No talking. No excuses to leave the room will be granted.
- Failure to report for detention for any reason may result in up to a three-day suspension.
- Students who are absent on a day they have detention are automatically rescheduled for the next detention day.

Suspensions or Expulsion:

Certain offenses of a recurring or serious nature may lead to suspension or expulsion from school. The following list includes the reasons for which a student may be excluded from school:

- The possession, use, sale, distribution, or involvement with drugs and/or alcohol pursuant to Policy #5131
- Conduct that constitutes a danger to the health or safety of others, physical assaults upon fellow students, teachers, or other School District employees
- Defiance of authority and/or continued and willful disobedience
- Taking or possessing property belonging to others
- Willfully causing or attempting to cause damage to school equipment or property
- Smoking, vaping or tobacco use or possession
- Possessing, handling, or transmitting any object that can reasonably be considered a weapon
- The use of abusive, profane, or obscene language or the making of obscene gestures
- Violation of school or school bus rules or regulations, and/or the violation of local, state, or federal laws or regulations.
- Communicating terroristic threats or committing terroristic acts, as defined below:
 - Terroristic Threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.
 - Terroristic Act shall mean an offense against property or involving danger to another person. Students who are suspended from school are responsible for keeping up to date with school work that is missed. Work will be assigned by the teachers during the suspension period. Students placed on in-school suspension may purchase a Federal Type A lunch from the cafeteria or bring a bag lunch from home. Determination of in-school or out-of-school suspension will be made by the principal or assistant principal with consideration given to the severity of the infraction and the particulars surrounding the disciplinary incident. In case of any suspension, a parent or guardian will be contacted by telephone and/or letter. Violation of any in-school suspension rules will result in the extension of suspension or other disciplinary action and possible levying of the charge of Disorderly Conduct in accordance with the PA Crimes Code, Section 5503.

Charges shall be filed with the District Magistrate in response to certain discipline referrals, including, but not limited to excessive profanity and fighting. Students in grades 5 and 6 will be required to participate in a remediation process for the first offense of such an infraction. The process may include a meeting with the District Magistrate and completion of community service hours. To ensure that good teaching and learning occur in our school, it is important that all students demonstrate responsible, polite and respectful behavior. Self-control, respect for the feelings, rights, and property of others, and proper conduct are necessary at all times whether in school, on the way to or from school, or on a school-sponsored activity. Everyone (students, teachers, secretaries, administrators, etc.) contributes to the overall tone or climate of our school, so it is important that we all do our share to make Wilson Area Intermediate School a pleasant and positive place to be. Throughout life, there are natural consequences when people do something wrong. Our school environment is no different and is perhaps one of the few places where students can learn from their mistakes. Those students who do not accept responsibility for their own actions, who do not meet the expectations mentioned earlier, or who do not follow our school rules will be disciplined by teachers, bus drivers, or administrators in a reasonable manner. Students are expected to be aware of our school rules and regulations.

School Code and Crimes Code Violations:

The Wilson Area School District Administrative Staff in the performance of their job responsibilities make referrals to law enforcement authorities when the situation is warranted. A student who acts in a fashion that violates District behavior policy and/or elements included in the PA Crimes Codes or PA School Code will be subject to prosecution. Prosecution may be for the following offenses (but not limited to): truancy, fighting, disorderly conduct, vandalism, harassment, assault, aggravated assault, weapons violations, trespass, possession and/or use of controlled substances, possession and/or use of tobacco products. Police may be called based on the circumstances and severity of the incident.

Several definitions have been listed:

Alcohol: A student in possession of or who uses alcohol on school property will be suspended and have charges filed against him/her according to the Crimes Code of PA, Section 6308.

Assault: A student who attempts to cause or causes physical injury to another student will face school consequences as determined by the administration. The degree to which the above is conducted may determine that further action may be necessary such as filing of criminal Simple Assault, Section 2701. A student who attempts to cause or causes physical injury to a staff member will face school consequences as determined by the administrative team. The degree to which the above is conducted may determine that further action may be necessary such as filing of criminal Aggravated Assault, section 2702, sub-section (a 5) of the Crimes Code of PA.

Controlled Substance: Student use, possession, transportation, sale, delivery, or intent to deliver any controlled substance or look-alike drugs/substances, or use, possession, etc. of drug paraphernalia (roach clips, pipes, etc.) will result in school consequences as determined by the administration. Charges will be filed according to Act 64 of 1972 in the Crimes Code, CS Section 2.

Defiant Trespass: An individual who fails to follow the appropriate procedure to gain entry into the building, or a student who is assigned out-of-school suspension and then appears on district property may face Defiant Trespass charges according to Section 3503 of the Crimes Code of PA.

Disorderly Conduct: A student who engages in fighting or threatening behavior, makes unreasonable noise, uses obscene language, or makes obscene gestures, creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor, will face school consequences as determined by the Administration and may face Disorderly Conduct charges according to Section 5503 of the Crimes Code of PA.

Harassment: A student who makes verbal or physical threats against another individual while on school property will face school consequences as determined by the Administration. The degree to which the above is conducted may determine that further action may be necessary such as filing of criminal Harassment Charges according to the Crimes Code of PA, Section 2709.

Tobacco Use or Possession: A student who has or uses tobacco or tobacco products on school property will be assigned suspension. A private Criminal Complaint will be filed in accordance with school district policy; PA Crime Code 6306, Section 2, Subsection a.

Terroristic Threats: A student who threatens to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience will result in school consequences as determined by the Administration. He/she may also be cited for the criminal charge of Terroristic Threats under Section 2706, Subsection a: 1, 2, and 3.

Habitual Truancy: Unlawful school absences of seven offenses or more will be cited with the Magistrate in compliance with the PA School Code, Compulsory Attendance, Section 1327, Subsection a.

Vandalism: A student who vandalizes school property will face disciplinary action as determined by the Administration. He/she may also be cited for the criminal charge of Institutional Vandalism under Section 3307, Subsection a: 3,4,5, and a. 1.

Weapons: A student found in possession of a firearm (loaded or unloaded) or an explosive device will be referred to the Superintendent and Board of Education with the recommendation of expulsion in accordance with Act 26 of 1995. Charges will be filed according to the Crimes Code of PA, Section 9112. A student found in possession of a knife or other cutting tool will be suspended and may be referred to the Superintendent and Board of Education with recommendation for expulsion, in accordance with Act 26 of 1995.

Dress Code:

The Wilson Area School District expects that student dress/attire is clean, safe, respectful, reasonable, and non-disruptive. Clothing and accessories which present a hazard to health or safety, cause distraction, sanction anything determined to be illegal, or disrupt the educational process in any way, will not be permitted in school. Considered unacceptable will include clothing or accessories which advertise or promote alcohol, tobacco, drugs or paraphernalia, violence, gang affiliation, threats, racism, hate communications, sexual communications, vulgar or highly offensive language, and inappropriate double meanings. A more specific listing of acceptable dress is found in the chart below.

TOPS	
YES	NO
<ul style="list-style-type: none"> - Long or short sleeve T-shirts - Long or short sleeve polo shirts or button down shirts - Long or short sleeve sweaters or sweatshirts - Hooded sweatshirts with the hood worn down 	<ul style="list-style-type: none"> - Exposure of cleavage or mid-section - Tank tops, spaghetti straps, sleeveless, strapless, or off-the-shoulder shirts - Sheer or mesh - Visible bra or tank top straps - Shirts that do not extend past the top of the pants (If arms are raised to shoulder level and stomach shows, the top is unacceptable) - Pajamas - Coats worn during the school day

BOTTOMS	
YES	NO
<ul style="list-style-type: none"> - Jeans, skinny jeans, khakis, capris, athletic pants, sweat pants - Shorts (unrolled) which have at least a 4 inch inseam, and cover to mid-thigh - Dresses or skirts which are no shorter than 3 inches above the back of the knee 	<ul style="list-style-type: none"> - Leggings, tights, or spandex, unless worn under shorts with a 4 inch inseam, under dresses or skirts which are 3 inches above the back of the knee, or under pants with holes, rips, or tears above the knee - Holes, rips, or tears anywhere above the knee which expose skin - Any holes, rips, or tears in shorts - Wording across the backside of pants - Exposure of underwear, undershorts, or bare skin - Pants worn below the natural waist line - Pajamas

FOOTWEAR AND ACCESSORIES	
YES	NO
<ul style="list-style-type: none"> - Sneakers, clogs, sandals, flip flops, dress shoes, indoor boots - Face masks, coverings, and shields that meet CDC guidelines 	<ul style="list-style-type: none"> - Shoes with heels higher than 2 inches measured from sole to the heel - Slippers, cleats, bare feet - Bookbags or purses carried throughout the halls during the school day - Hats, visors, or gloves of any type - Bandanas, sweatbands, or sunglasses - Items with spikes or chains - Face masks, shields, and coverings with inappropriate words, pictures, or symbols - Smartwatches that have the ability to send/receive text messages, emails, and/or phone calls.

Any student who comes to school in unacceptable dress will be referred to Administration or Guidance, who will attempt to get the student an appropriate change of clothes without disciplinary consequences. Students will be excluded from class until this is done. Students may be disciplined for repeat violations. Administration reserves the right to require a student to change clothing if apparel, words, pictures, or symbols causes a significant disruption to the safety, order, and discipline of the school building.

Drug and Alcohol Policy:

Tobacco Use Prohibition:

The Board recognizes that tobacco use presents a health and safety hazard that can have serious consequences for users, non-users, and the safety and environment of the schools. Therefore, the Board prohibits tobacco use by any person in its school buildings and on any property, buses, vans, or any other vehicles that are owned, leased, or controlled by the School District. In compliance with PA Act 145 of 1996, Section 6306.1, Wilson Area School District students are prohibited from possessing or using tobacco or tobacco products in school buildings, on a school bus, or on school property owned by, leased by, or under the control of the School District. This includes prohibiting tobacco use and possession by students at school-sponsored activities that are held off school property. For the purpose of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe, other lighted smoking products, and smokeless tobacco in any form, and any type of vaporizer (such as e-cigarettes and hookah pens.) Violators will receive consequences as per the District's progression discipline policy and will be subject to prosecution initiated by the School District. A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50.00 plus court costs, or admitted to alternative adjudication in lieu of a fine. The Superintendent or designee shall annually notify students, parents, and staff about the District's Tobacco Use Policy by publishing such policy in the student handbook, newsletters, and other efficient methods. Incidents of possession, use, and sale of tobacco in violation of this policy by any person on school property shall be reported annually to the Office of Safe Schools, on the required form.

Drugs/Alcohol/Mood-Altering Chemical Substances:

The School Board recognizes that the abuse of drugs, alcohol, and mood-altering substances, particularly among young people, is a major issue confronting our society. The Board further recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications affecting the whole school community. As such, the Board believes a coordinated curriculum that provides a wealth of information at various grade levels is the most appropriate way to prevent student misuse of drugs, alcohol, or other mind-altering chemical substances. It is the intent of the Wilson Area School District to initiate intervention procedures when behavioral indicators suggest drugs, alcohol, other mood-altering substances, look-alike substances, or potentially health-endangering substances may affect a student's learning and school success. For the purpose of this policy, controlled substance shall mean all controlled substances prohibited by law, any steroid or other substance intended to enhance physical or athletic performance, any violable solvent or inhalant, such as but not limited to glue and aerosol products, all look-alike drugs, all alcoholic beverages, and any prescription or patient drugs that are administered not following the procedures outlined in Policy #5146, Student Use of Medication. Possession of any drug paraphernalia and/or vaporizers (such as e-cigarettes and hookah pens) is prohibited. The Board adopts the position that possession, use, sale, distribution, or involvement with any controlled substance in the Wilson Area School District shall not be tolerated. In addition, the Board prohibits students from being under the influence of any controlled substance or alcohol during school hours, on school property, and at any school-sponsored event. School District personnel when responding to student use of drugs, mood-altering, or alcohol-related substances shall implement the following guidelines and procedures.

Student Seeking Help:

- A student may approach any professional staff member to seek help. The staff member shall encourage the student to see the school counselor, school nurse, or building principal.
- Confidentiality of the student shall be maintained in accordance with the law.
- Counselors, nurses, or building principals shall offer drug and alcohol counseling as appropriate.
- A student seeking help shall be encouraged to inform his or her parents before referral to an appropriate agency. Parental notification or consent prior to agency referral is not a prerequisite but is strongly recommended.

Suspicion of Drug and/or Alcohol Involvement:

- Cases involving suspected drug or alcohol use or abuse shall be referred to the school nurse. The school nurse will treat all such cases as routine illnesses unless it is ascertained that there is a problem with drug or alcohol use or abuse.
- The nurse will then notify the principal regarding the condition of the student. The principal will consult with the nurse and take appropriate action within the guidelines, established in this policy and the policy on Students' Rights and Responsibilities.

Possession, Use, Sale, Distribution, or Involvement:

- The possession, use, or involvement with drugs and/or alcohol in school, on school property, at school-sponsored activities, and while under the authority of school officials shall be considered grounds for suspension and/or expulsion from school.
- The sale or distribution of drugs and/or alcohol in school, on school property, at school-sponsored activities, while under the authority of school officials, or repeated violation of section 3a of this Policy, will be considered grounds for expulsion from school.
- Parents or guardians shall be promptly informed of actions taken by school officials in all incidents.
- The school shall notify and cooperate with state/local law enforcement or regulatory agencies when appropriate.
- Counseling assistance by appropriate agencies will be strongly recommended.

Drug Dog Use:

- Building principals are authorized to use the services offered by the local police departments when it is deemed necessary, including the use of drug dogs.
- The principal or assistant in charge of the school can make a request for the drug-sniffing dog through the local police department.
- The police department can request that the dog be used. The prior approval of the building principal will be required, but the visits of and use of the dog shall be unannounced to students.
- The drug-sniffing dog and the handler of this dog will be protected at all times from any type of verbal or physical abuse while performing their duties on Wilson Area School District property. Any type of violation of this, minor or serious, will be handled by the school administrators in a very severe manner.
- In no way will this program infringe upon anyone's human rights or be used to enhance the arrest record of the police department.
- Incidents of possession, use, and sale of a controlled substance(s), including alcohol, by any person on school property shall be reported annually to the Office of Safe Schools on the required form.

Anabolic Steroids:

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. For the purpose of this policy, Human Growth Hormone (HGH) may only be taken by a student when prescribed by a licensed physician for growth stimulation due to underdevelopment. Students shall be made aware of the dangers of steroid use, that anabolic steroids are classified as controlled substances, and that their use, unauthorized possession, acquisition, or distribution could subject students to suspension, expulsion, and/or criminal prosecution. The following minimum penalties are prescribed for any student-athlete found in violation of the prohibited use of anabolic steroids.

- For a first violation, suspension from school athletics for the remainder of the season.
- For a second violation, suspension from school athletics for the remainder of the season and for the following season.
- For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. Participation in drug counseling, rehabilitation, testing, or other program may be required as a condition of reinstatement into the athletic program.

Constraints for Student Use of Electronic Devices Policy:**Purpose:**

The Board adopts this policy to promote the seamless use of electronic devices for the enhancement of instructional opportunities available to students and teachers. The Board views electronic devices as tools that can be used to increase student communication and collaboration, gauge student understanding of a concept, capture notes and thoughts to be used and studied later, to calculate and express views. Furthermore, the Board recognizes it is our responsibility as an educational institution to teach our students how to appropriately interact using electronic devices as interpersonal human conversation becomes less frequent and digital footprints become more detectable.

Definition:

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to Personal Digital Assistants (PDAs), cellular telephones, and laptop computers, as well as any new technology developed with similar capabilities.

Authority:

The Board prohibits use of cellular telephones that have the capability to take photographs or record audio or video during the school day in District buildings, or on District property and while students are engaged in school-sponsored activities, unless expressly authorized in advance by the supervising teacher or the building principal. The Board prohibits use of electronic devices by students in locker rooms, bathrooms, health suites and other changing areas at any time. The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. The Board prohibits possession of laser pointers and attachments, and telephone paging devices/beepers by students in District buildings; on District property; on District buses and vehicles; and at school-sponsored activities. Students in grades K-8 will be permitted to leave these devices,

turned off, in their cubby or locker during the instructional day. Progressive discipline will be enforced for violation of this policy. Students using cell phones during the instructional day without prior authorization will receive disciplinary action which may include confiscation of the cell phone by an administrator. Repeated willful violations of this policy could lead to suspension. The District shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

Cell Phones and Smartwatches:

Cell phones and smartwatches are permitted in the school building but must be powered off and stored inside the student's backpack and within the assigned cubby or locker. Possession and/or use of a cell phone or smartwatch during the school day is prohibited and shall result in discipline.

Emergency Procedures:

Fire Drills:

Fire drills will be held periodically throughout the school year. Students should be aware of the proper exit for each class they attend. When the alarm is sounded, all students will proceed to the designated exit in a quick and orderly fashion. The following rules will hold:

- No talking.
- Listen for any emergency directions to be given.
- Stay with your class.
- When outside, move a safe distance from the building, across from the driveway area.
- Return to the building quietly when instructed to do so.

ALICE Protocol:

ALICE protocol is used to respond to a variety of emergency situations, and may include the following actions:

- Alert
- Lockdown
- Inform
- Counter
- Evacuate

In the event of an ALICE drill or response, it is imperative that students listen to emergency directions given by staff.

Exemption from Instruction Policy:

This policy is enacted to comply with the requirement of the State Board of Education that school districts adopt policies to assure parents the right to have their children excused from specific instruction which conflicts with their religious beliefs. This policy grants such rights to parents of students enrolled in this district where the students are under the age of eighteen (18), and to the students themselves when the student is eighteen (18) or over unless the student is incapable of making the decision due to a disability. As used in this policy, the phrase "specific instruction" means identifiable elements of instruction by the teacher. It does not include required reading or learning outcomes. Teachers are expected to provide accurate and thorough information to parents regarding curriculum, instructional strategies, assessment procedures, and instructional materials. The District shall excuse any student from specific instruction as defined in this policy upon satisfaction of and subject to the following conditions:

- To assist the school district in ensuring that the student is excused from the correct

specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.

- The written request must contain a statement that the specific instruction conflicts with the religious beliefs of the student or of the parents.
- The parent and/or student shall designate the requested replacement educational activities for the student. The replacement instruction must be consistent with the goals set for the course and that does not require the provision of any extra resources by the District.
- The written request to be excused shall be sent by the qualifying parent or student to the classroom teacher, who will forward copies to the building principal and assistant superintendent. Approval will be granted by the assistant superintendent after consultation with the principal. One copy shall be retained in the student's permanent school records, a copy shall be kept by the school principal, and an approved copy shall be returned to the teacher from whose instruction the student is to be excused.
- In the case of the high school student, it shall not be the responsibility of the District or any of its officials to ensure that the child exercises his/her right to be excused. School employees are prohibited from initiating action to have any student leave class in accordance with a parental request. Instead, it is the responsibility of the student to request permission to leave class when the specific instruction objected to is being presented or is about to be presented. When the child seeks to be excused, the teacher is to excuse the child if: (a) the teacher has a copy of the approved written request or, if upon checking with the principal, the principal has a copy of the approved written request; and (b) the written request adequately described the instruction that is taking place or about to take place. In the case of elementary and middle school students, there will be a cooperative effort between teachers and parents to accomplish the goal of this policy.
- The building principal shall determine where the student shall report during the time the student is excused.
- All students excused from specific instruction shall be required to achieve the learning outcomes established by the District and which are necessary for graduation.

This policy shall become void and unenforceable if the regulation of the State Board of Education, upon which it is based, i.e., Title 22, Sec. 5.4 (d) (3), is repealed, modified, or declared invalid in whole or in part.

Animal Dissection: Pupil's Right of Refusal:

Language from S.B. 727, amending P.L. 30, No. 14, regarding Student Rights: Section 2. The act is amended by adding a section to read: Section 1522. Pupil's Right of Refusal; Animal Dissection.

(a) Public or nonpublic school pupils from kindergarten through grade twelve may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction.

(b) Schools shall notify incoming pupils and their parents or guardians of the right to decline to participate in an education project involving harmful or destructive use of animals and authorize parents or guardians to assert the rights of their children to refuse to participate in those projects. Notice shall be given not less than three (3) weeks prior to the scheduled course exercise which involves the use of animals.

(c) A pupil who chooses to refrain from participation in or observation of a portion of a course of instruction in accordance with this section shall be offered an alternative education project for the purpose of providing the pupil an avenue for obtaining the factual knowledge, information or experience required by the course of study. If tests require harmful or destructive use of

animals, pupils shall be offered alternative tests. A pupil shall not be discriminated against based upon his or her decision to exercise the right afforded that pupil by this section and lowering a grade because a pupil has chosen an alternative education project or test is strictly prohibited.

(d) As used in this section, the following words and phrases shall have the meanings given to them in this subsection: (1) "Alternative education project" shall include, but is not limited to, the use of video tapes, models, films, books and computers which would provide an alternate avenue for obtaining the knowledge, information or experience required by the course of study in question. The term also includes "alternative test." A pupil has the right to refuse any alternative education project or test which may involve or necessitate any harmful use of an animal or animal parts. (2) "Animal" shall mean any living organism of the kingdom animalia in the phylum chordata, organisms which have a notochord. The term also includes an animal's cadaver or severed parts of any animal's cadaver. (3) "Pupils" shall mean a person twenty-one (21) years of age or under who is matriculated in a course of instruction in an educational institution from kindergarten through grade twelve. For the purpose of asserting the pupil's rights and receiving any notice or response pursuant to this section, the term also includes the parents or guardians of the matriculated minor.

Financial Obligations:

Students will be held responsible for books lent to them, library books signed out, damage to school property, and charged lunch money or tickets, etc. Fines will be assessed for such items, and it will be the student's responsibility to pay these fines within a reasonable amount of time. No report cards will be issued and no records will be transferred until these obligations are cleared.

Gang Policy:

Purpose:

"Gang Activity: A 'gang' means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs, and attire. It is the District's policy to prohibit on school property or at any school activity the:

- Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign or other thing that is evidence of membership in or affiliation with any gang.
- Commission of any act or omission, or the use of any speech, either verbal or non-verbal (gestures, handshakes, etc.), which shows membership in or affiliation with any gang.
- Use of any speech, or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - Soliciting others for membership in any gangs
 - Requesting any person to pay for protection or otherwise intimidating or threatening any person
 - Committing any illegal act or violation of school district policies
 - Inciting another person to act with physical violence upon any other person

Implementation:

1. Any School District employee or any person with knowledge of suspected signs of activity shall report the activity to his/her administrator or security personnel. Students, parents, and community members are encouraged to report any suspected gang activity.
2. Administrators shall be aware that the occurrence of any of the acts described above does not necessarily constitute gang activity unless the entire definition of gang is met.
3. Violations of this policy will result in disciplinary actions, which may include suspensions and/or expulsion.
4. Notification of this policy shall be given to all students and employees.
5. School administrators shall identify any clothing, jewelry, emblems, badges, symbols, or signs.
6. Administrators shall consult with police and district security to help them determine what is gang-related, such as clothing, jewelry, emblems, badges, symbols, or signs. Administration shall report all incidents consistent with procedural guidelines to the Central Administration.

School Counselors:

The school counselors are available to students and parents during each school day. Students requesting to see the counselor must receive permission from a teacher to leave class or have an appointment scheduled with the counselor. Parents wishing to meet with the counselor should call the intermediate school office to arrange a convenient time. The school counselors will meet with each grade level during the opening of school to review the wide range of services available at the intermediate school level. Students are encouraged to see the counselor when they have questions regarding school work that they have not had answered by the regular classroom teacher or when they are having problems interacting with other students.

Student Assistance Program:

The Wilson Area Intermediate School Student Assistance Program (SAP) is a school-wide intervention program operated by trained teachers and staff to help identify and refer students who are experiencing behavioral, academic, or emotional problems affecting school or personal performance. The SAP team provides assistance by gathering information that may identify students at risk for chemical or alcohol use, or for some other mental health-related concern. The SAP team is committed to working with students and families and strives to achieve early identification of students experiencing problems. When appropriate, the SAP team also refers students and families to community agencies for intervention. All information received and collected by the SAP team is strictly confidential and confined to those who have a need to know (SAP team members, parents, students, administrators, and counselors). Referrals may come from teachers, administrators, support staff, friends, or parents who notice behaviors of concern.

Hall Regulations:

Students are expected to conduct themselves in an orderly fashion when passing through the halls. Students should walk on the right side of the hall, move quickly without causing a disturbance, and use the shortest route between classes. Loitering in the halls, lavatories, and fountain areas is not permitted. Students are not to run in the halls, as it presents a safety hazard. Students who are running to or from lunch will be delayed.

Hazing Policy:

Purpose:

The opportunity for students to participate in extracurricular and co-curricular activities and interscholastic athletics sponsored by the district is a privilege extended to district students, which may be suspended or revoked under certain circumstances. The district shall strive to provide a safe and positive education, which includes extracurricular, co-curricular, and interscholastic athletic offerings. Hazing, as defined in this policy, regardless of the form it takes, shall not be tolerated. Behavior, which constitutes hazing, shall be disciplined and governed by the provisions of this policy.

Definitions:

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with or as a condition for continued membership in any organization recognized by the Board. Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or any activity that induces, causes or requires a student to perform a duty or task which involves the commission of a crime; or other forced physical activity that could adversely affect the physical health or safety of the individual. Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Authority:

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer, advisor, or district employee shall permit, condone or tolerate any form of hazing. The Board encourages students who have knowledge of an actual or potential hazing incident, or have been subjected to hazing, to promptly report such incidents to any coach, sponsor of any school-sponsored activity, volunteer, administrator or district employee, who shall immediately notify the building principal. The building principal will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

Delegation of Responsibility:

It shall be the responsibility of all district employees, including without limitation, teachers, advisors, coaches, and administrators, and any sponsors and volunteers, to protect the rights, safety, and welfare of all students and to ensure an atmosphere free from all forms of hazing. Any and all information received by such individuals and all knowledge or reports of hazing, or anticipated hazing, shall be reported to the appropriate building principal. If a student obtains information or hears about an actual or potential hazing incident the student shall immediately report this information to the appropriate adult supervisor of the activity. The teacher, advisor, coach, sponsor, or volunteer shall immediately notify the appropriate building principal who will, in turn, initiate immediate measures to address the situation, as set forth in this policy. The

administration shall annually inform students, parents/guardians, coaches, sponsors, volunteers, advisors, and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, and verbal instructions by the coach or sponsor at the start of the season or program.

Guidelines:

Complaint Procedure:

1. When a student believes that he/she has knowledge of an actual or potential hazing incident, or has been subject to hazing, the student shall promptly report the incident, orally or in writing, to any coach, sponsor of any school-sponsored activity, volunteer, administrator or district employee who upon receipt of a report of hazing shall immediately inform the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing and report the incident to the Superintendent or designee.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate. If the report concerns employee conduct, a copy shall also be filed with the Superintendent or designee.
4. In the event the hazing incident involves or will involve, illegal activity, the appropriate policing agencies shall be notified. If the investigation results in a substantiated finding of hazing, the following disciplinary measures may be imposed:
 - A student found to be in violation of this policy shall be subject to disciplinary measures set forth at the discretion of the administration including, but not limited to, suspension or expulsion from school, indefinite suspension from all extracurricular and co-curricular activities, and interscholastic athletics, for a period ranging from one (1) calendar year from the date of adjudication through the violator's senior year of high school.
 - In addition, other disciplinary measures may be applicable and/or appropriate as defined in Board policies.
 - Failure to report a substantiated finding of hazing may result in disciplinary action.
 - A student found to have made false statements in connection with this policy shall be subject to the same disciplinary measures as those found to have actually violated the policy.

This policy shall be applicable to any and all incidents of hazing involving district students participating in organizations recognized by the Board regardless of whether they occurred on or off school grounds and/or outside of the normally scheduled school year, including without limitation during summer recess months and other non-school days.

Health Room - School Nurse:

The health room is located on the main level in the administrative suite area. Students are admitted to the health room with a pink slip, except in an emergency. Teachers will write out a pink slip for students when requested to do so. Students are to report directly to the nurse or to the office when the nurse is out of the building.

Emergency Cards:

All families are requested to provide information that may be useful during an emergency situation. This information should be provided through Skyward. Parents should report any change of information to the Health Room office throughout the year.

Student Medication Policy:

Purpose:

The Board of Directors prefers that prescription and non-prescription medications needed by students be administered at home under the supervision of their parents/guardians and physician whenever possible. However, the school district recognizes that some students need medication during the school day. Therefore, the district will permit the administration of prescription and non-prescription medications during school when the procedures in this policy are followed. This policy shall be interpreted consistent with 28 Pa. Code §§23.1, 23.51, 23.81, 24 PS. §§ 1401, 1409, 1414.1 and all other applicable state and federal regulations. Additional requirements for medications may be imposed by school nurses on a case-by-case basis. Whenever a student has a Section 504 plan or IEP, that plan supersedes this policy to the extent it contains different or more detailed provisions.

Definitions:

“Responsible Personnel” shall mean a Certified School Nurse (CSN) or other licensed health personnel, such as a registered nurse (RN) or a licensed practical nurse (LPN). District Personnel other than the school nurse may be designated by administration to administer medication in emergency situations.

Guidelines for all Medications:

Except as provided in this policy regarding asthma inhalers and other self-administered medications, or in a Section 504 Plan or IEP, no student shall be allowed to keep medicine on their person and any medication, prescription or non-prescription must be brought to the nurse by a responsible adult in a properly labeled container and must be kept in the Health Room. The school nurse will evaluate students on long-term medication on an individual basis and appropriate adjustments will be made where determined necessary. Any unused medicine will be returned to a responsible adult or will be destroyed by the school nurse. In appropriate and necessary situations, case-by-case arrangements for self-administration may be made contingent upon physician recommendation, parent/guardian approval and school nurse approval. Unless self-administering, students shall not bring medications to school. Doing so may result in discipline. No medications, prescription or non-prescription, shall be administered to a student during the school day without the written and dated consent of the student's parent/guardian and physician. Parent/guardian and physician's permission can be documented on the school district's Medication Administration Request and Consent form or a substitute. Substitute forms must contain all of the required information and be on the physician's letterhead or on their prescription pad. These written consents and specifications must be on file in the nurse's office of the school building that the child attends. Copies of the Medication Policy and forms may be obtained from the Health Room or on the district's website link. All permission forms must include written authorization from the parent/guardian and prescribing physicians as well as the following information:

- Date
- Student's name
- Name of medication
- Correct dosage of medication with instructions on administration
- Time schedule for administering the medication
- Dates the medication is to be taken including a termination date where appropriate
- Possible side effects of medication and procedures to be followed if a reaction occurs

A school nurse is responsible for approving the administration of medication during the school day. If the nurse has questions about a request for medication, he/she should contact the child's

physician or the chief school physician to clarify these questions. The consent of the parent/guardian and the physician will be valid only for the period specified on the consent form and in no case longer than the current school year. All medications will be administered in accordance with the physician's order by a school nurse. When it is necessary for a nurse to involve non-nursing staff in assisting with the monitoring of medication administration, the designee shall be supervised and properly trained by the school nurse. Parents/guardians are responsible for informing the school nurse's office of any change in the medication needs of a student. When any change occurs, the parent/guardian must provide documentation from the prescribing physician to the nurse's office. By requiring written authorization and physician's orders, the school district hereby asserts that it will incur no liability for the use of unauthorized drugs. Students in possession of prescription or non-prescription drugs that have not been registered with the school nurse will be considered to be in violation of the district's drug and alcohol policy and will be subject to any disciplinary action appropriate under the district's discipline code, which could include expulsion. Nurses will keep records of all medications administered. These records will include the student's name, the name of the medication, the dosage, the date, and the time of administration. In emergency situations, non-prescription medications may be given following the standing orders for administration of non-prescription medications from the chief school physician. If yearly parent authorization is also provided, regular strength Tylenol, extra strength Midol, and Tums will be administered in school by a nurse or principal's designee as needed by the student (7th and 8th grade students only).

Student Possession and Self-Administration of Asthma Inhalers or Other Emergency Medications:

In accordance with November 2004 changes to the Pennsylvania School Code, a student may be permitted to possess and self-administer an asthma inhaler for treating acute asthma if authorized by a treating physician. In order for the school nurse's office to approve the possession of an asthma inhaler by a student, the student's parent/guardian must first submit to the nurse's office a (WA-15) Medication Administration Consent Form. In appropriate and necessary situations, case-by-case arrangements for self-administration of other medications may be made contingent on physician recommendation, parent/guardian approval, and school nurse approval. Upon receipt of appropriate forms, the school nurse will assess the student's capability of self-administration based on the student's:

- Cognitive ability and understanding of his/her medication
- Ability to measure and independently administer the medication
- Demonstration of maturity and reliability in taking and safely carrying medication
- Ability to document his/her medication, where necessary

The student must notify the nurse immediately following each use of the asthma inhaler. The student must provide assurance to the school nurse that he/she will not permit any peers to possess or use the asthma inhaler. The school district shall retain the right to restrict a student's self-use of an inhaler, including through confiscation, if appropriate school policies are abused or ignored. When self-administration is authorized parents/guardians should know (and are hereby informed) that the school district bears no responsibility for ensuring that the medication is taken. After providing written authorization, a parent/guardian also fully releases the school district from any and all liability relating to the consequences of or arising out of a student's use or non-use of an asthma inhaler.

State-Mandated Examinations:

6th Grade Physical Examinations:

Physical examinations are required of all students in the 6th grade. These can be completed by

your family physician or by the school physician. Any physical exam completed one year prior to the mandated year will also be accepted. Students failing to do this will be excluded from school in September until this mandate is met.

7th Grade Dental Examinations:

Dental examinations are required of all students in the 7th grade. These can be completed by your family dentist or by the school dentist. Any dental exam completed one year prior to the mandated year will also be accepted. All private family physical and dental forms must be signed, dated, and returned to the school nurse.

Immunization Requirements:

The Pennsylvania Department of Health now requires that all children at any grade, kindergarten through 12th, including all public, private, parochial, and intermediate unit students, show proof of immunization before they can attend school in the state. The minimum immunizations include:

- Tetanus – 4 doses (usually given as DTP, DT, or Td)
- Diphtheria – 4 doses (usually given as DTP, DT, or Td)
- Polio – 4 doses
- Measles – 2 doses (usually given as MMR)
- Mumps – 2 doses (usually given as MMR)
- Rubella (German Measles) – 1 dose (usually given as MMR)
- Hepatitis B – 3 doses
- Varicella (Chickenpox or evidence of immunity) – 2 doses

Additional immunization requirements for 7th grade entry:

- Meningococcal Conjugate Vaccine (MCV) – 1 dose
- Tetanus, Diphtheria, Acellular Pertussis (Tdap) – 1 dose (if five years have elapsed since last tetanus immunization)

The State also requires that a Certificate of Immunization be kept on file in the child's school medical record. Students who do not comply with these regulations will be excluded from school until compliance can be satisfactorily documented or a written exemption form is on file in accordance with state regulations.

Medical Service:

Students in all grades will have their height, weight, and vision checked by the school nurse yearly. A hearing test and dental exams are required for seventh graders. Screening for scoliosis is conducted for sixth and seventh grade students.

Health Testing and Scope of Nursing Services:

Mandated School Health Services/Immunizations - Physical exams will be in 6th grade and 11th grade. Students will not be examined by the school physician without written permission of the parent/guardian. Parents of students who fail to have a mandated physical exam (either through the school physician or by their private physician) will be given notice by registered letter that such must be completed over the summer. Students failing to do so will be excluded from school until the mandate is met.

Sports Physicals - Candidates for all PIAA athletic teams are given a complete physical examination by the school physician, at no cost to the student. In addition, wrestlers must have their weight class certified by the school physician. No student shall be able to participate in practices, inter-school scrimmages, scrimmages, and/or contests unless the student has completed a comprehensive initial pre-participation physical evaluation (CIPPE Form). The

CIPPE shall be performed no earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st. Any student who seeking participation in subsequent PIAA sports, in the same school year, must prior to participation in the next sports season, complete and turn in to the athletic office the PIAA Re-Certification by Parent/ Guardian form. Staff will then review the Supplemental Health History of that student and make a determination as to whether that student should be re-evaluated and re-certified by an Authorized Medical Examiner.

Students Returning from Absence - The school nurse, can, if she deems it necessary, require examination or consultation with either the family physician or the school physician prior to a student's readmission to school. The nurse will include parents in all communication regarding a student's readiness for return to school.

Emergency Care - The school nurse assists students who become ill in school, renders first aid in case of accidents or injuries, and makes arrangements to have pupils transported to their home, doctor's office, or the hospital emergency department when needed. The nurse may recommend exclusion from school for students diagnosed with a communicable or infectious disease, in accordance with the regulation of the Department of Health. Communicable diseases include but are not limited to measles, whooping cough, strep throat, scarlet fever, chicken pox, and mumps. Infectious diseases include but are not limited to, pink eye, strep throat, scabies, and ringworm.

Medication/Medical Procedures - The school nurse (or designee) will administer or oversee the administration of student medication, in accordance with the district's medication policy. Before any prescription or non-prescription medication is given, the student must have both parent and physician written authorization.

Home-School Communication:

Parents are encouraged to keep in close contact with the school concerning the progress of their children. If questions arise throughout the year, parents should feel free to call the office or send a written correspondence to staff. We will be glad to help in any way possible.

Teacher/Parent Conferences - Conference time has been scheduled during the fall and spring semesters for teachers and parents to meet concerning student progress. Students are dismissed early on those days. Conferences will be scheduled in the afternoon and the evening. Parents who wish to meet with a teacher(s) at other times in the year should reach out to the teacher(s) to arrange a convenient time.

Open House - Open House night is scheduled annually in the first few weeks of the academic school year. Parents have an opportunity to meet all teachers and learn what will be studied during the year. All parents are encouraged to attend this evening event. The date is printed on the District Calendar.

Skyward - Wilson Area Intermediate School utilizes an online student records system. This feature allows parents and students to access grades, academic schedules, attendance records, and discipline information via the Internet. Skyward improves the flow of information between parents, students, and teachers. Activation codes are mailed at the beginning of the school year to new students. Directions to set up an account are available on the Wilson Area School District website.

PTA - All parents are encouraged to join our PTA, an organization, which serves our school by providing enriching activities for our students. The membership fee is nominal and well worth it. At scheduled meetings each year, students, parents and teachers can get together to share experiences, concerns and interests.

Website - All parents are encouraged to periodically check the Wilson Area Intermediate School website for important information and upcoming dates: <http://wasdwais.ss5.sharpschool.com/>

Homework:

A student can be assigned homework by any of his/her teachers throughout the year. It is the responsibility of the student to complete all required assignments satisfactorily and on time. Failure to do so will be reflected in the student's grade. When students do not complete their homework, action can be taken by the teacher, including contacting the parents, requesting a conference, keeping the student after school (with parent permission), giving no credit for the assignment, contacting the counselor, etc. The intermediate school runs a teacher-supervised homework club, five days a week. Students can be signed up for the homework club through communication with the teacher or guidance counselor. District policy on homework is as follows:

Introduction:

Because education is a lifelong process, which extends beyond the school, it is important that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work, but also related activities that are related to classroom work, but which are assigned to be done outside of the classroom. Current research indicates that the amount and quality of time students spend studying has a direct and positive impact on learning success. The Wilson Area School District believes that teachers should use homework assignments to foster positive, long-term, education-related behaviors and attitudes. Homework should have different purposes at different grades. For younger students, it should foster positive attitudes, habits, and character traits, reinforcing the learning of simple skills introduced in class. For older students, it should facilitate knowledge acquisition in specific topics. Additionally, homework should be assigned when it is clearly connected to skills learned and can demonstrate a connection to improving student achievement.

Reasons for Homework:

Reasons for assigning homework may well differentiate by grade and age developmental level. All homework assigned should clearly be based upon a viable and understood purpose.

- To assist students in developing positive work and study habits and attitudes.
- To provide practice for reinforcement of learning that a student has acquired and must learn to master.
- Discovery and preparation for the subsequent lesson when this preparation can increase interest, motivation, and impact significantly on student learning.
- To provide opportunities for students to be involved in research activities that would contribute to knowledge acquisition as well as provide opportunities to engage in higher-order thinking activities.
- To enrich the learning experience and permit the student to demonstrate independent learning skills.

Types of Homework:

The three basic types of homework are listed with a short explanation of each. Teachers are encouraged to utilize all three types depending on the needs of the student and the nature of the material being taught.

Focused Practice - This is given to provide students the opportunity to both practice an essential skill and to specifically reinforce previously learned skills that require retention for future skill attainment. The practice should strive to reinforce and improve retention of previously learned, essential skills that contribute to subsequent learning and standards attainment.

Preparation - These are assignments intended to permit the student to gain background information essential for subsequent learning. This is intended to enhance the depth of learning that can occur and to accelerate learning activities in the limited classroom time.

Enhancement of Learning - This provides students with opportunities through assignments to develop: independent work and learning skills, higher-order thinking skills, the fostering of creativity and expression, and research and reporting skills.

Guidelines for Teachers:

Homework needs to have a purpose and specific focus related to learning, skill acquisition and mastery of a skill or knowledge. It should be assigned in amounts that diagnostically identify skills or knowledge to be learned as well as the developmental levels of individual students. Teacher-designed, rather than generic types of homework are recommended, as it will target the exact learning or skill to be attained. Homework, if assigned, needs to be assessed with feedback to students providing reinforcement or re-direction for improved achievement. The quantity of homework should be considered to reflect what is necessary to meet the purpose for which it was designed. Homework should never be assigned as punishment or as a means to occupy student time or attention. Homework assigned to students requires effective communication for students with directions and expectations in clear and understandable form. Consideration should be given to balance the assignment of homework with the research relative to effective on-task attention spans of differentiated age levels.

Guidelines for Parents:

Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment at home.

- Provide a quiet, well-lit place for the student to do homework.
- Help your child budget time so that a regular schedule for study is set.
- Take an active interest in what your child is doing in school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage your child to seek additional help from the teacher at school if there seems to be any difficulty with the work.
- Encourage and guide your child with assigned homework. Under no circumstances should you complete the assignment for your child.
- Regular school attendance is important for your child's continued learning. Absenteeism is not a valid excuse for not fulfilling homework requirements.
- Communicate with the teacher any concerns you have about your child's work habits and academic growth.
- Encourage your child to form the habit of writing homework assignments in a notebook or agenda book. Periodically check to see if your child is developing and maintaining this sound educational habit.

Guidelines for Students:

- Keep a record of homework assignments in a notebook or agenda book as soon as the assignments are given.
- Ask the teacher to clarify assignments that are not clear to you.
- Be responsible for your own work; complete assignments on time; and hand assignments in when they are due.
- Establish a regular time each day to do your homework in a comfortable, well-lit area equipped with all the necessary materials.
- Do your own work and the best you can at all times.
- Make effective use of study hall time.
- Set a limit on co-curricular activities if they interfere with your academic growth.
- When not in attendance, you are responsible for any missed assignments.
- It is urgent to discuss any problems you may be having learning in school, with your parents, teachers, or other school officials.

Identification Cards:

The ID card is the property of the Wilson Area School District. The student ID card must be given to any staff member or bus driver upon request. One ID card will be issued to each person. Due to material costs, students will be charged \$2.00 for each replacement card.

Insurance:

Accident insurance is available to all students. Insurance application forms are distributed to students during the first week of school, and parents wishing to purchase insurance should return the completed forms along with payment to the student's classroom teacher. Accident insurance is not required. Parents may contact the office if they fail to receive the necessary information.

Lockers:

Each student in 7th and 8th grade will be assigned a locker. The combination should be kept in a private, secure location and should not be shared with any other student.

Homeless Act - McKinney Vento Act:

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make our responsibility clear. With the huge number of homeless children currently attending Philadelphia public schools, we must provide proper educational support and services.

McKinney-Vento Act Basics At-a-Glance:**What is the definition of a homeless youth under McKinney-Vento?**

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances

- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

How does McKinney-Vento help these students?

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

- Immediate enrollment
- Free and Reduced School Lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs
- Help from school with basic high school graduation needs and expenses

Where can I find more information for Pennsylvania?

You can visit the [PA Education for Children and Youth Experiencing Homelessness](#) site.

WASD Homeless Liaison name, Phone Number & Email address:

Laura Samson

484-373-6000

lsamson@wilsonareasd.org

Report Cards and Grading:

There will be four (4) marking periods each year. Classes meeting five (5) periods per week will receive four (4) grades per year. Classes meeting one (1) or two (2) times per week will receive two (2) grades per year. The grading system for core subjects math, reading, language arts, social studies, and science is based on numerical grades of 0 - 100. The scale is as follows:

90 – 100 A Distinguished Honors

80 – 89 B Honors

70 – 79 C Acceptable work

60 – 69 D Marginally Passing

0 – 59 U Unsatisfactory Work

Grade reporting has a floor of 50% for the 1st, 2nd, and 3rd marking period report cards and a ceiling of 100%. The purpose of the minimum grade is to allow students the opportunity to pass the course if they change their academic patterns. Grade reporting for the 4th marking period has a floor of 0% and a ceiling of 100%. The grading system for the encore subjects of technology education, family and consumer science, computers, art, gym and health is based on the letter grades of O-outstanding, G-good, S-satisfactory, I-improvement needed, and U-unsatisfactory. Students who are in danger of failing any subject will be given a mid-marking period notice which is to be signed by a parent and returned to the teacher. A grade of *Incomplete* can be given when a student has been unable to complete the requirements during a marking period. The student must complete the work during the next marking period in order

to have the incomplete changed to a grade. Failure to make up assignments and tests that are to be equivalent to a major grade may result in the incomplete being changed to a lower grade.

Honor Roll:

Students who achieve all A's (90% or above) in major subjects, and at least an S in all other areas, will be named to the High Honor Roll at the end of each marking period. Students who receive a majority of A's (90% or above), nothing lower than a B (80%), and at least an S in all other areas will be named to the Honor Roll at the end of each marking period.

Summer Warrior Academy:

Students who fail one major subject for the year are promoted to the next grade and are recommended to attend the Summer Warrior Academy. Students who fail two or more subjects are either subject to retention or required to attend the Summer Warrior Academy in order to be promoted. Walkers who attend will be required to provide their own transportation. All students attending must abide by all rules and regulations.

School Cancellation:

On snow days or during inclement weather, please keep your radio tuned to WLEV, WFMZ, WAEB, The Hawk 99, B104.1, CAT Country 96, or TV Channel 69 for school closings. School Messenger service is our school-to-parent communication system that allows WASD to send periodic and personalized messages by telephone. School Messenger helps us provide a safer learning environment and enhance emergency preparedness. Our School Board and administration firmly believe that a more informed and involved parent leads to a higher achieving student. During the year we use this service to send messages to all members of our school community quickly and efficiently. Our plan uses this service to make calls announcing school cancellations, delays, and/ or early dismissals. Calls of cancellations and delays occur at approximately 6:00 a.m. This system also allows us to contact parents and other child-care providers in case of a crisis/ emergency situation in one of our schools (i.e. fire, bomb scare, etc.). To create an account and begin receiving messages visit our website <http://www.wilsonareasd.org>. Depending on the situation and conditions, the superintendent may decide to shift students to fully virtual instruction (Zoom) or may decide to cancel all instruction for the day.

Time Schedule:

Students will be allowed in the building at 7:45 AM to report to their classes. Students must be in their first period class by 8:00 AM to be recorded as *present* for attendance. Student dismissal will begin at 2:45 PM. All students are to leave the building promptly unless they are staying for a teacher, participating in a club, or attending detention.

Times	5th Grade Schedule	Times	6th Grade Schedule	Times	7th & 8th Grade Schedule
7:45-8:00	Arrival	7:45-8:00	Arrival	7:45-8:00	Arrival
8:00-8:30	ELA	8:00-8:30	Tier 2	8:00-8:45	Period 1 (8th Grade Encore)
8:30-9:00	Tier 2	8:30-10:00	Math/ELA	8:48-9:31	Period 2 (8th Grade Encore)
9:00-10:00	ELA	10:00-11:30	Math/ELA	9:34-10:17	Period 3 (7th Grade Encore)
10:00-10:55	Math	11:30-12:00	Lunch	10:20-11:03	Period 4 (7th Grade Encore)
10:55-11:25	Lunch	12:03-12:43	Science/Social Studies	11:06-11:49	Period 5
11:25-12:00	Math	12:43-1:23	Science/Social Studies	11:52-1:17	Period 6 (WARRIOR Block) Intervention and Lunch
12:02-12:42	Encore/Intervention/PATHS	1:25-2:05	Encore/Intervention/PATHS	1:20-2:03	Period 7
12:45-1:25	Encore/Intervention/PATHS	2:08-2:48	Encore/Intervention/PATHS	2:05-2:48	Period 8
1:28-2:08	Science				
2:08-2:48	Social Studies				

In the event of a two-hour delay, students will be allowed in the building at 9:45 AM to report to their classes. Students must be in their first period class by 10:00 AM to be recorded as *present* for attendance. Student dismissal will begin at 2:45 PM. All students are to leave the building promptly unless they are staying for a teacher, participating in a club, or attending detention.

Unlawful Harassment Policy:

The Board strives to provide a safe, positive working climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment. For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to

participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services, or treatment.
- Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile, or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment. In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the

{ x } Superintendent

{ } Assistant Superintendent

{ x } Business Manager

{ } Personnel Director

as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

{ x } The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment. The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

- Inform the student or third party of the right to file a complaint and the complaint procedure.
- Inform the complainant that he/she may be accompanied by a parent/guardian during all steps of the complaint procedure.
- Notify the complainant and the accused of the progress at appropriate stages of the

- procedure.
- Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure - Student/Third Party:

Step 1 - Reporting:

A student or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

{ x } The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation:

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint unless the building principal is the subject of the complaint or is unable to conduct the investigation. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure:

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, he/she may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, and the building principal who conducted the initial investigation.

Visitors:

All visitors are required to register at the main office and obtain a visitor's pass. Parents are encouraged to meet with teachers and administrators and should call and arrange a time that is mutually agreeable to meet with them. Students are prohibited from bringing friends to school. Visitors who fail to register with the main office or follow school policy will be required to leave school property and/or face charges of criminal trespass.

Weapons Policy:**Purpose:**

This policy has the purpose of prohibiting students from being in possession of weapons on school property, for providing for procedures for investigation and notification in the event of a report of or suspicion of the presence of a weapon on school property, and for providing mandatory disciplinary consequences, in accordance with the Federal Gun Free Schools Act of 1994 and PA Act 26 of 1995 (Safe Schools Act).

Definitions:

A "weapon" is defined as any loaded or unloaded firearm (including any pellet guns, B.B. guns and look-alike firearm); an explosive device of any kind; any knife, cutting instrument, cutting tool, or any other tool, instrument or implement that is capable of inflicting serious bodily injury and is not reasonably related to education such as chains, brass knuckles, night sticks, ax handles, nunchaku(s), etc. For purposes of this policy, firearm is defined in accordance with United States Code, Title 18, Section 921. The foregoing does not apply to any object which has been specifically authorized by school officials, which may include antique firearms, a sporting or recreational firearm, or Army surplus ordinance. A student is deemed to be in possession of any illegal and/or banned item(s) under this policy when such item(s) is found on the person of the student, in his/her possessions, under his/her control, on property being used by the school or at any school function, or activity, or any school event held away from the school, or if the student enters the Drug-Free School Zone surrounding the school while on his/her way to school. This prohibition shall not apply to any weapon (a) if it is brought to school by a student for an approved academic or extracurricular purpose; and (b) if it is a firearm that is not loaded and/or rendered mechanically incapable of being fired; and (c) it is properly encased and locked.

Guidelines:

If, after appropriate due process proceedings and notice, a student is found to be in possession of or transporting a weapon during school hours or activities on school property, regardless of intent, that student will immediately be reported to the local police, scheduled for an informal hearing, cited for a suspension, and referred to the Superintendent. In accordance with federal and state law, the Superintendent shall expel from school, for a period of not less than one (1) calendar year, any student who is found in possession of or transporting a weapon, as defined in this policy, and shall report such incidents to the Department of Education. The Superintendent may modify the one (1) year expulsion requirement on a case-by-case basis in order to conform to the provisions of the Individuals with Disabilities Education Act. The Superintendent may expel or suspend from school any student who is found in possession of, or transporting any other harmful implements. Such determination will be made based upon degree of danger, intent, and potential for harm to others. Any student who violates this policy will be referred to the criminal justice or juvenile delinquency system, as required by law.

Weapons Procedure:

Students shall not knowingly possess, handle or transport any object that can be reasonably considered a weapon. If a student observes another individual with a weapon, he/she should observe the following procedure:

1. Remain calm and do not panic!
2. Notify a staff member immediately without drawing attention to yourself.
3. Do not confront the individual with the weapon.
4. Do not touch or accept a weapon from anyone.

Section 2 - Student Activities and School Calendar

Activities and Clubs:

After school, students can participate in interscholastic sports (7th and 8th grades), band, jazz band, chorus, and a variety of clubs, which are listed on the school website. A few clubs (yearbook, TV studio, and National Junior Honor Society) meet in the mornings before school begins. Transportation is provided for bus students who participate in some of these activities.

Behavior During Extracurricular Activities:

Behavior of students at all extracurricular activities shall be governed by the behavior and discipline code of the Wilson Area School District. Students who violate that policy or violate basic tenets of good sportsmanship will be ejected from the activity and referred to School District personnel.

Extracurricular Discipline Code:

It is expected that athletes on teams or students in organizations sponsored by the Wilson Area School District conform to expectations of sportsmanship, courtesy, respect, and appropriate decorum. Treatment of opponents, opposing coaches, school officials, and Wilson athletic personnel is to be commensurate with appropriate behavior as deemed correct for school attendance. Violation of these expectations will result in the following penalties:

- 1st offense - 1 week suspension from participation
- 2nd offense - 2 weeks suspension from participation
- 3rd offense - 3 weeks suspension from participation

The nature of the extracurricular infraction may result in additional school discipline as determined by the WAIS student behavior code. Any additional offenses will be reviewed by the Principal and Athletic Director and could result in further suspension from participation. Students on in-school or out-of-school suspension are prohibited from participating in any athletic activity (practice or contests) for the duration of the suspension. A suspension includes the full 24-hour period of the day assigned. Coaches will maintain individual team discipline/behavior codes and submit them in written form to the Principal and Athletic Director at least two weeks prior to the first practice date. Individual team codes must be approved by the athletic administration prior to their use. It is the coach's responsibility to enforce all District policies and their team discipline codes and to inform the Athletic Director and/or Principal. Proper student behavior in school is a prerequisite for extracurricular participation. Students and their parents will be warned via a

letter that any student who is suspended from school for a cumulative total of 12 days will be denied the opportunity for extracurricular participation, commencing with the 12th day of school suspension. The removal from extracurricular participation shall continue until such time that the cumulative suspension days' total is reduced by an extended period of proper behavior. During the extracurricular denial period, students will be permitted to attend as a spectator any athletic, music, academic, arts, and literary activity or awards presentation, bonfire, pep rallies, assemblies, etc., provided that those events do not occur during a period of disciplinary suspension from school. Students will not be permitted to attend proms, dances, or post-prom parties. Suspension from extracurricular activities is subject to review by the Superintendent of Schools. There is no appeal to the School Board.

Suspension from Extracurricular Activities:

Any student in the Wilson Area School District found guilty of a violation of the drug and alcohol abuse policy or convicted of a violation of law involving drugs and/or alcohol will be suspended from all extracurricular activities for one calendar year. The suspension begins with the date of establishment of guilt by the principal or principal's designee, or the date of conviction of violation of law. Eligibility lost following a first offense can be reduced to a ninety (90) school days suspension from extracurricular participation and a ninety (90) school days probationary reinstatement if the student agrees to and complies with the following:

- Active cooperative involvement in a drug and alcohol assessment and strict adherence to the resulting recommendation(s) of the qualified assessor. Student compliance with the assessor's recommendation(s) will be monitored by the Student Assistance Teams.
- Submit to random drug/alcohol testing during the probationary period. Such testing will be done through a qualified laboratory, under medical supervision, using approved testing methods. A positive drug test will be considered an additional offense under the District's drug and alcohol policy.
- No violation of the Student Code of Conduct at Level II or Level III offense.
- Monitoring of academics and behavior by the Student Assistance Teams.

Any student involved in a second offense related to drugs and/or alcohol will lose the privilege of extracurricular participation during the entire school career in the Wilson Area School District. Eligibility lost following a second offense can be reduced to 180 school days suspension and 180 days probationary reinstatement if the student agrees to and complies with items (a), (b), (c), and (d) as listed above. A positive drug test will be considered an additional offense under the school's drug and alcohol policy. Any student involved in a third offense will result in loss of extracurricular participation during his/her entire school career in the Wilson Area School District.

Suspension from extracurriculars applies to any activity sponsored by the School District, including but not limited to athletics, after-school clubs, class office, student council, and extracurricular trips or performances.

Students will be permitted to attend as spectators, any athletic, music, academic, arts, and literary activity or award presentation, bonfire, pep rallies, assemblies, etc. provided that those events do not occur during a period of disciplinary suspension from school. Students will not be permitted to attend proms, dances, or post-prom parties. The Superintendent of Schools is directed to develop notice procedures of this policy and to monitor the number of students so suspended. Students who are suspended from extracurriculars may seek a review of their case by the Superintendent. There is no automatic right of appeal to the Board of School Directors.

National Junior Honor Society:

I. MEMBERSHIP

Section 1.

To be eligible for membership, the student must be a member of the 7th or 8th grade class. Students must have been in attendance at Wilson Area Intermediate School for two full marking periods. Candidates are considered for membership yearly, after the end of the third marking period. A candidate is an eligible student, whereas a member is an inducted NJHS member.

Section 2.

Candidates must have achieved either High Honor Roll or Honor Roll status for a minimum of two out of 3 marking periods since the last induction ceremony (Marking periods 1/2/3 of current school year). In addition, students must have an overall cumulative grade point average minimum of at least 93% since the beginning of grade 6. After being elected, membership requires that a cumulative average of at least 93% be maintained. Candidates and members shall be evaluated on the basis of service, leadership, character, and citizenship.

Section 3.

At the conclusion of the third marking period, a list of candidates for membership will be circulated among the entire faculty who will confidentially judge candidates on any of the qualifications for membership other than scholarship. At the discretion of the faculty, a candidate list shall be created using scholarship qualifications.

Section 4.

The election of new members to the chapter shall be by a majority vote of the faculty council. Each member of the council shall have access to the candidates' scholastic records and recommendations from other faculty members based on the other qualifications. The faculty council shall meet 2 times - one to review the candidates to be invited to complete membership applications, and the second to review the applications submitted.

Section 5.

New members shall be inducted once each year in the spring at the annual induction ceremony.

Section 6.

Members shall be required to report their current grades the Friday prior to the monthly meeting. In the event that the student's current average is below 93%:

- 1st Month: The student will receive a warning that they must raise their grade prior to the next monthly report.
- 2nd Month: If a member has again been unable to raise their grade average, they will be placed on the inactive list and be unable to participate in NJHS committees, exclusive NJHS activities, meetings and organized sponsored clubs.
- 3rd Month: The student will be removed from the NJHS roster as the marking period average has disqualified them from eligibility.

Behavior discipline will be monitored. Any office referrals will limit the student's eligibility. Office detentions will be at the discretion of the Advisers and Vice Principal if action is warranted limiting student participation. In School Suspension or Out of School Suspension will disqualify student's eligibility and they shall be removed from the roster.

II. MEETINGS

Section 1.

The full membership will meet on the second Tuesday of each month, prior to the beginning of the school day. The meeting will be announced in advance. Additional meetings will be scheduled as needed.

Section 2.

A special meeting will be scheduled each spring for the annual induction ceremony. Guests will be invited to this special meeting.

Section 3.

The executive committee will meet only when the presidents or advisers deem it necessary.

Section 4.

All members are expected to attend scheduled meetings unless they are absent from school or are attending a previous scheduled school club event or meeting. A classroom teacher may also refuse to allow a member to attend a meeting because of matters concerning missing schoolwork that must be completed prior to the start of the school day.

III. OFFICERS

Section 1.

Before the close of each school year, the existing members will elect a president, vice president, secretary, and treasurer by majority vote. The new officers will be installed at the meeting and will serve a term of one year.

Section 2.

The duties of the officers will be as follows:

PRESIDENT:

- To preside over all chapter meetings with the assistance of chapter adviser(s)
 - To plan and type an agenda for each chapter meeting (with adviser assistance)
 - To coordinate projects and activities and clubs
- To encourage members to become actively involved in NJHS projects

VICE PRESIDENT:

- To preside over any chapter meetings in the absence of the president
- To assist the president in the coordination of projects and activities
- To obtain typed minutes from the Secretary and distribute them to the principal, vice principal, NJHS adviser(s), and student council adviser(s)
- To be Committee Head of the Buddies Club, responsible for reporting to guidance and principal

SECRETARY:

- To keep the minutes of all meetings
- To type the minutes of all meetings and submit copies to the Vice President for distribution
- To report any correspondence to all chapter members
- To be responsible for processing any correspondence sent by the membership
- To be Committee Head of Peer Tutoring, responsible for reporting to 7/8th grade team leaders and principal

TREASURER:

- To work with the adviser(s) in managing chapter funds
- To report to the membership the state of the treasury each meeting
- To assist in the management and operation of the school store

IV. PROJECTS

Section 1.

The membership holds full responsibility for the operation of the School Store. This includes ordering supplies, paying bills, and staffing the store. The store shall operate under the supervision of the treasurer, assisted by the adviser(s). The hours of the school store will be determined by the committee, open no less than 2 days per week prior to first period .

Section 2.

An annual fund-raising project will be sponsored by the chapter. The purpose of the project will be to increase the treasury and to benefit the school in some specific way. Each year, the membership will establish its goal for the year. A committee will be formed to create, execute and present the fundraising project to the principal for approval.

Section 3.

The chapter will sponsor other school projects as the need arises. The purpose of such projects will always be to benefit the school, a group, a program, or an individual, as determined by the membership. NJHS will coordinate with the Student Council so as not to compete for programs or overlap days. Officers will meet at the beginning of the school year to plan out monthly events and student body needs.

Section 4.

All projects must receive the approval of the chapter adviser(s) and principal.

Section 5.

All members shall regularly participate in NJHS-sponsored projects and activities, as best as the student can.

Interscholastic Sports:

Seventh and eighth grade students will be permitted to participate on teams sponsored by the high school. These would be junior high school teams which may include ninth graders.

Students who participate must conform to the following requirements:

- Maintain a passing average in four major subjects.
- Meet established PIAA qualifications.
- Be prepared for PE classes on the days they are going to play in District events.
- There will be no loss of class time for practice, games, or related activities.

All students participating in athletics at the middle school level are required to have a physical examination. Physical exams are provided free of charge by the school physician and are scheduled by the school nurse for athletes and managers. Any students who prefer a physical by their physician may do so at their own expense. However, wrestlers are required to have weights certified by the school physician and nurse.

Conditioning Season:

A player who fails to sign up and/or report during the conditioning period of the selected seasons shall be required to engage in conditioning/practices equal to that identified period of time prior to participation in a game or scrimmage. Periods of conditioning/preparation are required lengths of season set forth by PIAA for official team involvement. These same periods are applied from the first day a student reports following the initial opening of practices which entail the first three days of a season.

Sport	Before Game	Before Scrimmage
Field hockey	3 weeks	1 week
Football	3 weeks	1 week
Basketball (G&B)	3 weeks	1 week
Softball	3 weeks	1 week
Track and Field (G&B)	3 weeks	1 week

School Store:

Members of the National Junior Honor Society will operate a school store two mornings a week prior to first period. Students will be able to buy small school supplies such as pencils, book covers, and notebooks. This will be located in the main lobby.

Student Council:

The Student Council is an organization made up of classroom representatives in grades six, seven, and eight who are selected in the fall. These students meet on a regular basis throughout the school year with their staff advisors to plan activities that promote school spirit among students.

Section 3 - Students Rights and Responsibilities:

- Sec.12.1. Free education and attendance.
- 12.2. Student responsibilities.
- 12.3. School rules.
- 12.4. Discrimination.
- 12.5. Corporal punishment.
- 12.6. Exclusions from school.
- 12.7. Exclusion from classes—in-school suspension.
- 12.8. Hearings.
- 12.9. Freedom of expression.
- 12.10. Flag Salute and the Pledge of Allegiance.
- 12.11. Hair and dress.
- 12.12. Confidential communications.
- 12.13. [Reserved].
- 12.14. Searches.
- 12.15. [Reserved].
- 12.16. Definitions.

STUDENT RECORDS

- 12.31. General requirements.
- 12.32. Elements of the plan.
- 12.33. [Reserved].

SERVICES TO STUDENTS

- 12.41. Student services.
- 12.42. Student assistance program.

Authority - The provisions of this Chapter 12 issued under section 408.1 of The Administrative Code of 1929 (71 P. S. § 118.1) (Repealed), unless otherwise noted.

Source - The provisions of this Chapter 12 adopted July 26, 1974, effective July 27, 1974, 4 Pa.B. 1530; amended September 27, 1974, effective September 28, 1974, 4

Pa.B. 2075, unless otherwise noted. Amended December 2, 2005, effective December 3, 2005, 35 Pa.B 6510, 6658.

Cross References - This chapter cited in 22 Pa. Code § 16.65 (relating to confidentiality); and 22 Pa. Code § 711.61 (relating to suspension and expulsion).

STUDENT RIGHTS AND RESPONSIBILITIES

Notes of Decisions

Construction of Regulations

When the legislature did not delegate power over student conduct and discipline to the State Board of Education, the regulations of the Board pertaining to such matters were invalid and unenforceable. *Girard School District v. Pittenger*, 370 A.2d 420 (Pa. Cmwlth. 1977); reversed 392 A.2d 261 (Pa. 1978). In issuing these regulations, the State Board was acting within the field of education and was not exceeding the authority of the grant of legislative rulemaking power contained in section 1317 of The Administrative Code of 1929 (71 P. S. § 367). *Girard School District v. Pittenger*, 392 A.2d 261 (Pa. 1978). The provisions of 22 Pa. Code §§ 12.1—12.15 (relating to student rights and responsibilities) are to be considered as in pari materia with 24 P. S. §§ 5-510, 5-511(a), 13-1317, 13-1318 and 13-1338. *Girard School District v. Pittenger*, 392 A.2d 261 (Pa. 1978).

STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.1. Free education and attendance.

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

(1) The student is married.

(2) The student is pregnant.

(3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).

(4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

Authority - The provisions of this § 12.1 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.1 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (279556).

Cross References - This section cited in 22 Pa. Code § 12.6 (relating to exclusions from school).

§ 12.2. Student responsibilities.

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a

responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner. (d) It is the responsibility of the students to conform to the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

(3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

(4) Assist the school staff in operating a safe school for the students enrolled therein.

(5) Comply with Commonwealth and local laws.

(6) Exercise proper care when using public facilities and equipment.

(7) Attend school daily and be on time at all classes and other school functions.

(8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

(10) Report accurately in student media.

(11) Not use obscene language in student media or on school premises.

Authority - The provisions of this § 12.2 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.2 amended February 17, 1984, effective February 18, 1984, 14 Pa.B.520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (279556) and (293057).

§ 12.3. School rules.

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

Authority - The provisions of this § 12.3 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.3 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (293057).

Notes of Decisions

Scope of Authority

The board of school directors exceeded its authority in adopting its "zero tolerance policy," where the policy failed to provide the superintendent with discretion to recommend a modification to the policy's 1-year expulsion requirement for possession of a weapon. *Lyons v. Penn Hills School District*, 723 A.2d 1073 (Pa. Cmwlth.1999); appeal denied 740 A.2d 235 (Pa. 1999).

Sufficient Notice

The District's distribution of its drug and alcohol policy in the student handbook provided to all students—of which Appellant student acknowledged seeing—satisfied any legal requirement as to notice of the District's policy. *T. S. v. Penn Manor School District*, 798 A.2d 837 (Pa Cmwlth. 2002); appeal denied 812 A.2d 1232 (Pa. 2002).

§ 12.4. Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

Authority - The provisions of this § 12.4 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.4 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (293058).

§ 12.5. Corporal punishment.

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

(1) To quell a disturbance. (2) To obtain possession of weapons or other dangerous objects. (3) For the purpose of self-defense. (4) For the protection of persons or property.

Authority - The provisions of this § 12.5 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.5 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (293058).

Notes of Decisions

Teacher Disability

The pretermination procedures afforded a tenured school teacher, who, after being warned, continued to use excessive force on students in violation of the policy on corporal punishment, did not violate due process. *Kramer v. Newman*, 840 F.Supp. 325 (E. D. Pa. 1993).

§ 12.6. Exclusions from school.

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the

requirements in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study. (e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

Authority - The provisions of this § 12.6 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.6 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (295323) to (295324) and (286657).

Notes of Decisions

Alternative Instruction

If a school district provides an educational program to students who have been expelled which includes the assignment of work to be performed at home and 1-1/2 hours of instruction and counseling each week to address the homework accomplished, it has complied with the requirements of former subsection (h). *Southeastern School District v. Abremski* (No. 2), 12 Pa. D. & C.3d 323 (1979). Local school officials may determine the amount and type of alternative instruction necessary and appropriate in each case involving an expelled student. *Abremski v. Southeastern School District*, 421 A.2d 485 (Pa. Cmwlth. 1980).

Appeal; No Expulsion

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Where the discipline imposed upon the student was three 15-minute after-school detention sessions, the student has no right to a hearing or appeal, as there is no such recourse provided by the regulations. *Schmader v. Warren County School District*, 808 A.2d 596 (Pa. Cmwlth. 2002); appeal denied 820 A.2d 163 (Pa. 2003). There is no provision in the regulations for an appeal of a school board decision to suspend a student for 10 days or less. *In re Appeal of JAD*, 782 A.2d 1069 (Pa. Cmwlth. 2001).

Due Process Required

Expulsion is exclusion from school for a period of more than 10 days. Due process requires that a student subject to expulsion be afforded a hearing. *In re Appeal of JAD*, 782 A.2d 1069 (Pa. Cmwlth. 2001). Where student was expelled from school for approximately 30 days, due process required that the student be given a formal hearing. *Oravetz v. West Allegheny School District*, 74 Pa. D. & C.2d 733 (1975).

Expulsion Appropriate

None of the provisions of this section relating to expulsions provide that an expulsion decision, otherwise proper, cannot stand if the expelled student was also suspended for the same offense, and if the period of suspension exceeded the regulatory maximum, due to the failure, for undisclosed reasons, of a student to return to school for a three-day period following a suspension, *Porter v. Board of School Directors of Clairton School District*, 445 A.2d 1386 (Pa. Cmwlth. 1982).

In General

Regulations governing the types of offenses that would lead to exclusion from school may be published by individual schools rather than by the Board of Education itself. *Figueroa v. Thompson*, 1 Pa. D. & C.3d 266 (1975). When the legislature did not delegate power over student conduct and discipline to the State Board of Education, the Board's regulations pertaining to such matters were invalid and unenforceable. *Howard H. v. Wentzel*, 372 A.2d 30 (Pa. Cmwlth. 1977).

Procedural Violations

Where defendant school district summarily suspended plaintiffs for a period in excess of 3 days and failed to follow notice and hearing procedures, those portions of the suspension served before proper notice and hearing were expunged from plaintiffs' records. *Mullane v. Wyalusing Area School District*, 30 D. & C.4th 179 (1997).

School Board Review

This regulation clearly provides that the decision to suspend a student for no more than 10 days is within the power of the principal. Thus, although the school board agreed to consider the issue of the students' suspensions, that special meeting was nothing more than a gratuitous gesture to the students and their parents. The board's acquiescence to hold the meeting was purely voluntary, and its affirmation of the principal's decision had no legal consequence. *Burns v. Hitchcock*, 683 A.2d 1322 (Pa. Cmwlth. 1996).

Smoking

School regulations which restricted student smoker's use of restrooms were not unconstitutional where they were not arbitrary, unreasonable or capricious. *Figueroa v. Thompson*, 1 Pa. D. & C.3d 266 (1975).

Cross References - This section cited in 22 Pa. Code § 711.61 (relating to suspension and expulsion).

§ 12.7. Exclusion from classes—in-school suspension.

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-

school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension. Authority - The provisions of this § 12.7 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B). Source - The provisions of this § 12.7 readopted February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (286657).

§ 12.8. Hearings.

(a) General. Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) Formal hearings. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities

Education Act (20 U.S.C.A. §§ 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) Informal hearings. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

- (iv) A student has the right to speak and produce witnesses on his own behalf.
 - (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.
- Authority - The provisions of this § 12.8 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

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Source - The provisions of this § 12.8 amended through February 24, 1984, effective February 18, 1984, 14 Pa.B. 657; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (286657) to (286658) and (295325).

Notes of Decisions

Appeal

Since the discipline imposed was not expulsion, but rather more school, that is, 15 minutes of after-school detention for 3 days, there is no provision for appeal of that decision. *Schmader v. Warren County School District*, 808 A.2d 596 (Pa. Cmwlth. 2002). A student subject to expulsion has the right to seek recourse in the appropriate court of the Commonwealth. In re Appeal of JAD, 782 A.2d 1069 (Pa. Cmwlth. 2001).

Due Process

Where the school board conducted a hearing at which the District's witnesses testified, and the student was represented by counsel who was given full opportunity to cross-examine the District's witnesses, that proceeding provided sufficient discovery to satisfy the requirements of § 12.8(b)(1)(i)—(ix). *J.S. v. Bethlehem Area School District*, 794 A.2d 936 (Pa. Cmwlth. 2002); appeal denied 818 A.2d 506 (Pa. 2003). Identical letters sent to a student and his parents, which provided that the recommendation for expulsion was related to two incidents and specifically enumerated the facts surrounding the underlying incidents, complied with due process requirements, where the letters specifically enumerated the charges the school board was considering against the student. *Hamilton v. Unionville-Chadds Ford School*, 714 A.2d 1012 (Pa. 1998). Due process requirements must be observed in school hearings. Failure to notify the student of all charges pending against such student violates due process and a new hearing must be granted. *Yatron by Yatron v. Hamburg Area School District*, 631 A.2d 758 (Pa. Cmwlth. 1993); appeal denied 647 A.2d 906 (Pa. 1994). Notice Although parents were orally notified of hearing regarding son's suspension beyond 3 days, the additional 4 day suspension decided upon after the hearing was invalid because the school failed to give the parents written notice of the reasons for suspension, as required by subsection (c)(2)(i). *Mifflin County School District v. Stewart*, 503 A.2d 1012 (Pa. Cmwlth. 1986). When the parent of a student received notice of a disciplinary hearing approximately 24 hours before the hearing was scheduled to commence, such notice was inadequate. *Minnicks v. McKeesport Area School District*, 74 Pa. D. & C.2d 744 (1975).

Procedural Violations

Where defendant school district summarily suspended plaintiffs for a period in excess of 3 days and failed to follow notice and hearing procedures, those portions of the suspension served before proper notice and hearing were expunged from plaintiffs' records. *Mullane v. Wyalusing Area School District*, 30 D. & C.4th 179 (1997).

Supersedeas

A supersedeas is inappropriate in an appeal from an action in which students were expelled by a school board if the determination concerning the return of the students to school will be made within a few days and prior to the court hearing concerning the propriety of the board action, especially since a supersedeas would be disruptive of school board disciplinary powers. *Southeastern School District v. Abremski* (No. 1), 12 Pa. D. & C.3d 320 (1979).

Cross References - This section cited in 22 Pa. Code § 12.6 (relating to exclusions from school); and 22 Pa. Code § 12.7 (relating to exclusion from classes—in-school suspension).

§ 12.9. Freedom of expression.

- (a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards must conform to the following:
 - (1) School authorities may restrict the use of certain bulletin boards.
 - (2) Bulletin board space should be provided for the use of students and student organizations.
 - (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- (g) School newspapers and publications must conform to the following:
 - (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 - (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

Authority - The provisions of this § 12.9 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.9 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (295325) to (295326), (289657) and (288181).

Notes of Decisions

Clearly Established

Because of the procedural scheme promulgated by the school district, it is not "clearly established" that the plaintiff had a First Amendment right to circulate a petition. *Walker-Serrano v. Leonard*, 168 F. Supp. 2d 332 (M.D. Pa. 2001); judgment affirmed 325 F.3d 912 (3rd Cir. Pa. 2003).

§ 12.10. Flag Salute and the Pledge of Allegiance.

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Source - The provisions of this § 12.10 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520. Immediately preceding text appears at serial page (17774).

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§ 12.11. Hair and dress.

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

Authority - The provisions of this § 12.11 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.11 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (288181).

§ 12.12. Confidential communications.

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

Authority - The provisions of this § 12.12 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.12 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (288181) to (288182).

Notes of Decisions

Confidential Communication

Conversations between an assistant principal and a student are not privileged and confidential under 22 Pa. Code § 12.12 (a) unless acting in the role of guidance counselor. In re *McClellan*, 475 A.2d 867 (Pa. Cmwlth. 1984).

§ 12.13. [Reserved].

§ 12.14. Searches.

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

Authority - The provisions of this § 12.14 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).
Source - The provisions of this § 12.14 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (288182).

§ 12.15. [Reserved].

Source - The provisions of this § 12.15 reserved February 17, 1984, effective February 18, 1984, 14 Pa.B. 520. Immediately preceding text appears at serial pages(17776) to (17778) and (34873) to (34874).

§ 12.16. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment—A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

School entity—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

Authority - The provisions of this § 12.16 issued under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.16 adopted December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658.

STUDENT RECORDS

§ 12.31. General requirements.

(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records.

(b) Copies of the adopted plan

shall be maintained by the school entity and updated as required by changes in State or Federal law.

(c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

Authority - The provisions of this § 12.31 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.31 amended through February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December

3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (288182) and (227273).

Cross References - This section cited in 22 Pa. Code § 339.32 (relating to services).

§ 12.32. Elements of the plan.

The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

Authority - The provisions of this § 12.32 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.32 amended through February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December

3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (227273).

Cross References - This section cited in 22 Pa. Code § 339.32 (relating to services).

§ 12.33. [Reserved].

Source - The provisions of this § 12.33 reserved December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (227273) to (227282) and (256349).

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Notes of Decisions

Personal Files

In that notes taken by the school district psychologist during interviews with fourth graders were not maintained for his use in counseling the pupils, the confidentiality concept of guideline # 2.4 does not defeat the parents' right of access to the notes as was agreed prior to the interviews. Parents Against Abuse in Schools v. Williamsport Area School District, 594 A.2d 796 (Pa. Cmwlth).

1991).

Cross References - This section cited in 22 Pa. Code § 51.72 (relating to student).

SERVICES TO STUDENTS

§ 12.41. Student services.

(a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K—12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in § 4.13(a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P. S. §§ 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P. O. Box 90, Harrisburg, Pennsylvania 17108.

(b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school.

Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

(i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.

(ii) Student services staff may arrange for referrals to other school based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

(i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.

(ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

(iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

(c) Student services must:

(1) Be an integral part of the instructional program at all levels of the school system.

(2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.

(3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.

(4) Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.

(d) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

(e) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

(f) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

Authority - The provisions of this § 12.41 issued under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.41 adopted December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658.

§ 12.42. Student assistance program.

School entities shall plan and provide for a student assistance program under the Early Intervention Services System Act (11 P. S. §§ 875-101—875-503).

Authority - The provisions of this § 12.42 issued under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source - The provisions of this § 12.42 adopted December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658.

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities to assure these within our School District, the Wilson Area School District declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or disability as defined by law. The Wilson Area School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

The coordinator of title IX, Section 504 and the Americans with Disabilities Act is the business manager. For information regarding civil rights or grievance procedures or for information regarding the services, policies and practices of the Wilson Area School District as they relate to disabled persons contact:

Wilson Area School District
2040 Washington Blvd.
Easton, PA 18042-3890
484-373-6000