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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
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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 school and may be 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. Additional days will be at the discretion of the Superintendent. Excessive consecutive days beyond may 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 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 unlawful.

Truant:

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

Unlawful Absences:

Absences other than for the reasons already explained will be considered unlawful. When a student is charged with an unlawful 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 unlawful. 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 unlawful absence. When an absence is determined as unlawful, 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 unlawful absence that the child has been truant. When a student has reached six (6) days of unlawful absences the District will notify parents or guardians in writing of the student's six (6) unlawful absences that the student is habitually truant. The student and their parent/guardian 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/guardian and/or student. When a student's absence is unlawful, 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 unlawful 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. At times, the nurse may send a student home sick. Any student sent home by the nurse may be required to provide a doctor's note in order for the absence to be considered excused. 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 unlawful. 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 their first period teacher. The student will be called down to the office to obtain a slip 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 (June, 2022):

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

Definitions

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting 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 believe they or others have been bullied to promptly report such incidents to the building principal or designee. Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy. The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Title IX Sexual Harassment and Other Discrimination - Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be

conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality - Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation - Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility - Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. 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 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. District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines - The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Education - The district shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities 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, which may include:[1][4][9]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.

9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Legal

1. 24 P.S. 1303.1-A / 2. Pol. 103 / 3. Pol. 103.1 / 4. Pol. 218 / 5. 22 PA Code 12.3 / 6. 20 U.S.C. 7118 / 7. 24 P.S. 1302-A / 8. Pol. 236 / 9. Pol. 233 / 24 P.S. 1302-E / Pol. 113.1

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. 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.

Math Placement:

Students entering 6th, 7th, and 8th grade will be placed in math classes, using the data below.

5th to 6th grade:

- Algebra readiness scored/ranked
- Final Math Average
- Teacher recommendation for 6th grade Pre-Alg. only
- Math - PSSA score for Pre-Alg.

6th to 7th grade:

- Final Math Average for students in Pre-Alg. moving to Alg. 1, >85%.
- Final Math Average for students in Math 6 moving to Alg. 1, >85%.
 - Students moving from Math 6 to Algebra 1 take the 7th grade Math Study Island Benchmark and need to demonstrate proficiency.
- Teacher recommendation for Alg. 1
- Math - PSSA score for Alg. 1

7th to 8th grade:

- Final Math Average, >85% for Alg. 2
- Teacher recommendation for Alg. 2
- Math - PSSA score for Alg. 2
- Final Math Average, >85% for Alg. 1
- Teacher recommendation for Alg. 1
- Math - PSSA score Alg. 1

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 7:15-7:45 AM or from 3:00-3:30 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 on time. 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 #227
- 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 in/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. A specific listing is found below.

The following items may not be worn:

- Clothing imprinted with nudity, vulgarity, obscenity, profanity, and inappropriate double meanings with pictures or slogans including those related to alcohol, tobacco, drugs, paraphernalia, weapons, gang affiliation, threats, racism, hate communications, or violent acts
- Hoodies (Sweatshirts with attached hoods are permitted, but the hood may not be worn)
- Midriff-baring clothing, tank tops, spaghetti straps, open-back tops, off-the-shoulder garments, strapless tops, or low-cut scoop-neck tops
- Clothing that directly or indirectly exposes undergarments
- Street coats, gloves, hats, and other head coverings including bandanas, sunglasses, sweatbands, and/or face masks (exceptions for medical or religious reasons must be referred to the building principal)
- Cleats, bare feet, or shoes with heels higher than 2 inches measured from sole to heel
- Smartwatches that can send/receive text messages, emails, and/or phone calls
- Pajamas and/or slippers
- Bookbags, crossbody bags, belt bags, or purses worn throughout the academic day
- Clothing (shorts, skirts, etc) and/or holes in clothing above mid-thigh

*Any article of clothing not specifically listed may be subject to administrative review.

Any student who comes to school in unacceptable dress will be referred to Administration or a school counselor, 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 cause a significant disruption to the safety, order, and discipline of the school building.

Controlled Substances / Paraphernalia POLICY (June, 2022)

Purpose - The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

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

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority - The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school

property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy. In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
3. The conduct involves the theft or vandalism of school property.
4. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility - The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines - Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution. The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police

department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools. In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized. No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

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, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[24]

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, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[18][25]

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Legal

1. 35 P.S. 780-102 / 2. 21 U.S.C. 812 / 3. Pol. 210 / 4. Pol. 210.1 / 5. 24 P.S. 510 / 6. 24 P.S. 511 / 7. 22 PA Code 12.3 / 8. 20 U.S.C. 1400 et seq / 9. 22 PA Code 10.23 / 10. Pol. 103.1 / 11. Pol. 113.1 / 12. Pol. 113.2 / 13. Pol. 805.1 / 14. Pol. 218 / 15. 24 P.S. 1302.1-A / 16. 24 P.S. 1303-A / 17. 42 Pa. C.S.A. 8337 / 18. Pol. 233 / 19. Pol. 236 / 20. 22 PA Code 10.2 / 21. 22 PA Code 10.21 / 22. 22 PA Code 10.22 / 23. 22 PA Code 10.25 / 24. 35 P.S. 807.1 / 25. 35 P.S. 807.2 / 35 P.S. 780-101 et seq / 35 P.S. 807.1 et seq / 22 PA Code 403.1 / 20 U.S.C. 7114 / 20 U.S.C. 7118 / 21 U.S.C. 801 et seq / 34 CFR Part 300 / Pol. 122 / Pol. 805

Controlled Substances / Paraphernalia Administrative Guidance

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 programs may be required as a condition of reinstatement into the athletic program.

Electronic Devices POLICY (June, 2022):

Purpose - The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

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, handheld game consoles, smart phones, cell phones, wearable technology, tablets, chromebooks, and laptop computers, as well as any new technology developed with similar capabilities.

Authority - The Board prohibits use of electronic devices by students in grades K-8 during the school day in district buildings; on district property; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time. Electronic devices are permitted to be used in silent mode on district buses and vehicles. The Board prohibits possession of laser pointers and attachments by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities. The district shall not be liable for the loss, damage or misuse of any electronic device.

Electronic Images and Photographs

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 emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[3][4]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility - The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy. The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines - Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.[2][5][6]

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[7]
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Legal

1. 24 P.S. 510 / 2. Pol. 218 / 3. Pol. 122 / 4. Pol. 123 / 5. Pol. 226 / 6. Pol. 233 / 7. Pol. 113 / Pol. 103.1 / Pol. 235 / Pol. 815

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

- Alert
- Lockdown
- Inform
- Counter
- Evacuate

Exemption from Instruction POLICY (May, 2021):

Authority - The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.^{[1][2]}

Guidelines - The rights granted by this policy are granted to parents/guardians of students enrolled in this district when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.

The district shall excuse any student from specific instruction, subject to the following conditions:

1. 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.
2. The written request to be excused shall be sent by the parent/guardian or student to the building principal.

One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.

3. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.
4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the district.
6. The building principal shall determine where the student shall report during the time the student is excused.
7. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.[3][4]

Legal

1. 22 PA Code 11.7 / 2. 22 PA Code 4.4 / 3. Pol. 102 / 4. Pol. 217

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 (June, 2022):

Purpose - The Board recognizes the importance of providing a safe learning and working environment for students, employees and visiting community members and that the presence of gang activity and deviant behavior of an individual threatens the safety of the school environment.

Definition

Gang activity - a **gang** means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one (1) 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.

Authority - It is the district's policy to prohibit on school property or at any school activity:

1. 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.
2. 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.
3. 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:
 - a. Soliciting others for membership in any gangs.
 - b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - c. Committing any illegal act or violation of school district policies.
 - d. Inciting another person to act with physical violence upon any other person.

Guidelines - Any 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/guardians, and community members are encouraged to report any suspected gang activity. 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. Violations of this policy will result in disciplinary actions, which may include suspension or expulsion. Notification of this policy shall be given to all students and employees. School administrators shall identify any clothing, jewelry, emblems, badges, symbols or signs. 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 administrative regulations to the Superintendent.

Legal

1. Pol. 218 / 2. Pol. 233 / 3. Pol. 805.1

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.

Communities in Schools:

Communities in Schools is a nonprofit agency that is committed to supporting students by relying on these 5 basics: a one-on-one relationship with a caring adult, a safe place to learn and grow, a healthy start and a healthy future, a marketable skill to use upon graduation, and a chance to give back to peers and community. The site coordinator with Communities in Schools is available to work with students who may benefit from assistance in the areas of attendance, behavior, coursework, and/or social emotional learning. Students can be referred through the SAP process.

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 (June, 2022):

Purpose - The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.

5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Authority - The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing. The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

Delegation of Responsibility - Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

Guideline - In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of distribution of written policy, publication in handbooks, presentation at an assembly, or verbal instructions by the coach or sponsor at the start of the season or program. This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy. The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning. Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.^[13]

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic

Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor – An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.

Students - If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

Nonstudent Violators/Organizational Hazing - If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment. If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution – Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

Legal

1. 18 Pa. C.S.A. 2802 / 2. 18 Pa. C.S.A. 2803 / 3. 18 Pa. C.S.A. 2804 / 4. 18 Pa. C.S.A. 2808 / 5. 18 Pa. C.S.A. 2806 / 6. 18 Pa. C.S.A. 2801 / 7. 24 P.S. 511 / 8. 18 Pa. C.S.A. 2301 / 9. Pol. 122 / 10. Pol. 123 / 11. Pol. 103 / 12. Pol. 103.1 / 13. 18 Pa. C.S.A. 2810 / 14. 24 P.S. 1303-A / 15. 22 PA Code 10.2 / 16. 35 P.S. 780-102 / 17. 24 P.S. 1302.1-A / 18. 22 PA Code 10.21 / 19. 22 PA Code 10.22 / 20. Pol. 805.1 / 21. 22 PA Code 10.25 / 22. Pol. 218 / 23. Pol. 233 / 24. Pol. 317 / 24 P.S. 1302-E / 22 PA Code 10.23 / 18 Pa. C.S.A. 2801 et seq / Pol. 113.1 / Pol. 916

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 Information:

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.

Medications POLICY (June, 2022):

Purpose - The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Authority - The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care. Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.

Delegation of Responsibility - The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications. All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy. In the event of an emergency, a

district employee may administer medication when s/he believes, in good faith, that a student needs emergency care. The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students. The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, and designated administrators and revised as necessary.

Guidelines - The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications. All standing medication orders and parental consents shall be renewed at the beginning of each school year. Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines. Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication. Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication. Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills. The student shall notify the school nurse immediately following each occurrence of self-administration of medication. Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

Legal

1. 24 P.S. 510 / 2. 22 PA Code 12.41 / 3. 42 Pa. C.S.A. 8337.1 / 4. Pol. 103.1 / 5. Pol. 113 / 6. 24 P.S. 1409 / 7. Pol. 216 / 8. 24 P.S. 1414.1 / 9. Pol. 210.1 / 10. Pol. 121 / 24 P.S. 1401 / 24 P.S. 1402

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010

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 seeks 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 Recertification 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: <https://wais.wilsonareasd.org/>

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 student. 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. More information pertaining to the Summer Warrior Academy will be sent out, as needed, during the fourth marking period.

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 scan in for attendance and report to their classes. Students must be in their first period class by 8:00 AM. Student dismissal will begin at 2:40 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
8:00-9:15	Math	8:00-9:20	Math/ELA (Sci/SS - Team of 3)	8:00-8:45	Period 1 - Encore
9:15-9:45	Tier 2	9:23-10:43	Math/ELA (Sci/SS - Team of 3)	8:48-9:31	Period 2 - Encore
9:45-10:45	ELA	10:46-11:16	Tier II	9:34-10:17	Period 3
10:45-11:15	Lunch	11:19-11:49	Lunch	10:20-11:03	Period 4
11:15-11:49	ELA	11:52-12:32	Sci/SS (Math/ELA - Team of 3)	11:06-11:49	Period 5
11:52-12:32	Encore/Intervention/PATHS	12:35-1:15	Sci/SS (Math/ELA - Team of 3)	11:52-12:35 11:52-12:22	Gr. 7 - Period 6 (Warrior Block) Gr. 8 - Lunch
12:35-1:15	Encore/Intervention/PATHS	1:18-1:58	Encore/Intervention/PATHS	12:38-1:08 12:25-1:08	Gr.7 - Lunch Gr.8 - Period 6 (Warrior Block)
1:18-1:58	Science	2:00-2:40	Encore/Intervention/PATHS	1:11-1:54	Period 7
1:58-2:40	Social Studies	2:40	Busser dismissal	1:57-2:40	Period 8
2:40	Busser dismissal	2:45	Walker/Parent Pickup dismissal	2:40	Busser dismissal
2:45	Walker/Parent Pickup dismissal			2:45	Walker/Parent Pickup dismissal

In the event of a two-hour delay, students will be allowed in the building at 9:45 AM to scan in for attendance and report to their classes. Students must be in their first period class by 10:00 AM. Student dismissal will begin at 2:40 PM. All students are to leave the building promptly unless they are staying for a teacher, participating in a club, or attending detention.

Flexible Instruction Days (FID)

Parents are notified of school cancellations, delays and/or early dismissals via mass notification system. Calls for cancellations and delays will occur by 6:00 am. This information is also posted on the school district website and sent to the local radio and television stations. The district may announce a remote instruction day rather than canceling school due to weather or any other situation that prevents us from being in the school building. In the event a remote instruction day, students are expected to attend classes remotely via zoom and follow the schedules listed below:

FIFTH GRADE SCHEDULE - FLEXIBLE INSTRUCTION DAY

Time	Instruction
8:00-9:00am	Login to Zoom / ELA
9:05-10:05	Zoom - Math
10:10-10:50	Zoom - Science/Social Studies
10:50-11:20	Lunch
11:20-11:50	Zoom - Encore or Intervention (depending on day of week)
11:55-12:25	Zoom - Encore or Intervention (depending on day of week)
12:25-1:05	Zoom - Science/Social Studies
1:05-1:35pm	Teacher specific Zoom sessions, as needed, for support / Log off at 1:35

SIXTH GRADE SCHEDULE - FLEXIBLE INSTRUCTION DAY

Time	Instruction
8:00-9:00am	Login to Zoom / ELA / Math (Science, Social Studies - for Team of 3)
9:05-10:05	Zoom - ELA / Math (Science, Social Studies - for Team of 3)
10:10-10:50	Zoom - Science/Social Studies (ELA, Math - for Team of 3)
10:55-11:35	Zoom - Science/Social Studies (ELA, Math - for Team of 3)
11:35-12:05	Lunch
12:05-12:30	Teacher specific Zoom sessions, as needed, for support
12:30-1:00	Zoom - Encore or Intervention (depending on day of week)
1:05-1:35pm	Zoom - Encore or Intervention (depending on day of week) / Log off at 1:35

SEVENTH GRADE SCHEDULE - FLEXIBLE INSTRUCTION DAY

Time	Instruction
8:00-8:40am	Login to Zoom / Period 1 - Encore
8:43-9:23	Period 2 - Encore
9:26-10:06	Period 3
10:09-10:49	Period 4
10:52-11:32	Period 5
11:35-12:15	Period 7
12:18-12:58	Period 8
12:58-1:28	Lunch
1:28-1:58	Teacher specific Zoom sessions, as needed, for support

EIGHTH GRADE SCHEDULE - FLEXIBLE INSTRUCTION DAY

Time	Instruction
8:00-8:40am	Login to Zoom / Period 1
8:43-9:23	Period 2
9:26-10:06	Period 3 - Encore
10:09-10:49	Period 4 - Encore
10:52-11:32	Period 5
11:35-12:15	Period 7
12:18-12:58	Period 8
12:58-1:28	Lunch
1:28-1:58	Teacher specific Zoom sessions, as needed, for support

For a student to receive credit for attendance during virtual instruction, the following expectations need to be followed:

1. Remain logged in for live/synchronous instruction via Zoom from 8:00 AM – 1:35 PM (with the exception of the lunch break)
2. Be present on the Zoom camera.
3. Actively complete class work assignments.

*There will be no Reading groups held during Flexible Instruction.

* Technology support can be accessed by calling 484-373-6018 or emailing support@wilsonareasd.org

Discrimination/Title IX Sexual Harassment Affecting Students POLICY (May, 2021)

Authority - The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website. The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination. The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal. 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, as well as properly making any mandatory police or child protective services reports required by law. If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator. The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed. The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather

additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures. The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints. When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable. When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory. The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a

protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or putdowns, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress. Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Delegation of Responsibility - The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as

assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy. All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. { } Loss of school privileges.
2. { } Permanent transfer to another school building, classroom or school bus.
3. { } Exclusion from school-sponsored activities.
4. { } Detention.
5. { } Suspension.
6. { } Expulsion.
7. { } Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Legal 1. 22 PA Code 12.1 2. 22 PA Code 12.4 3. 22 PA Code 15.1 et seq 4. 22 PA Code 4.4 5. 24 P.S. 1301 6. 24 P.S. 1310 7. 24 P.S. 1601-C et seq 8. 24 P.S. 5004 9. 43 P.S. 951 et seq 10. 20 U.S.C. 1681 et seq 11. 34 CFR Part 106 6/17/24, 4:49 PM BoardDocs@ PL <https://go.boarddocs.com/pa/wilsonarea/Board.nsf/Private?open&login# 7/9> 12. 29 U.S.C. 794 13. 42 U.S.C. 12101 et seq 14. 42 U.S.C. 1981 et seq 15. 42 U.S.C. 2000d et seq 16. U.S. Const. Amend. XIV, Equal Protection Clause 17. Pol. 103.1 18. Pol. 113.1 19. Pol. 218 20. Pol. 233 21. Pol. 317 22. Pol. 806 23. Pol. 113.2 24. Pol. 113.3 25. 20 U.S.C. 1232g 26. 34 CFR 106.44 27. 34 CFR 106.45 28. 34 CFR 106.71 29. 34 CFR Part 99 30. 34 CFR 106.30 31. Pol. 113 32. 34 U.S.C. 12291 33. 20 U.S.C. 1092 34. 34 CFR 106.8 35. Pol. 150 36. Pol. 317.1 18 Pa. C.S.A. 2709 20 U.S.C. 1400 et seq 28 CFR Part 41 28 CFR Part 35 34 CFR Part 100 34 CFR Part 104 34 CFR Part 110 U.S. Const. Amend. I Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020) Davis v. Monroe County Board of Education, 526 U.S. 629 (1999) Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992) Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998) Office for Civil Rights - Resources for Addressing Racial Harassment Pol. 122 Pol. 123 6/17/24, 4:49 PM BoardDocs@ PL <https://go.boarddocs.com/pa/wilsonarea/Board.nsf/Private?open&login# 8/9> Pol. 138 Pol. 216 Pol. 220 Pol. 247 Pol. 249 Pol. 251 Pol. 252 Pol. 320 Pol. 701 Pol. 815 Pol. 832 103-Attach 1 Report Form.pdf (161 KB) 103-Attach 2 Discrimination.docx (40 KB) 103-Attach 3 Title IX.docx (77 KB) 103-Attach 4 ConfidentialityTemplateLetter.docx (21 KB) 6/17/24, 4:49 PM BoardDocs@ PL <https://go.boarddocs.com/pa/wilsonarea/Board.nsf/Private?open&login# 9/9>

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 (June, 2022):

Purpose - The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority - The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school. The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Delegation of Responsibility - The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

Guidelines - The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form. The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community. An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed. In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

Legal

1. 24 P.S. 1301-A / 2. 24 P.S. 1317.2 / 3. Pol. 218 / 4. Pol. 233 / 5. 22 PA Code 10.23 / 6. 20 U.S.C. 1400 et seq / 7. Pol. 103.1 / 8. Pol. 113.1 / 9. Pol. 113.2 / 10. Pol. 805.1 / 11. 24 P.S. 1302.1-A / 12. Pol. 805 / 13. 24 P.S. 1303-A / 14. 22 PA Code 10.2 / 15. 22 PA Code 10.21 / 16. / 22 PA Code 10.25 / 17. 18 U.S.C. 921 / 18. 18 U.S.C. 922 / 19. Pol. 200 / 22 PA Code 403.1 / 18 Pa. C.S.A. 912 / 20 U.S.C. 7114 / 20 U.S.C. 7961 / 34 CFR Part 300

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:

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