THE WILSON AREA SCHOOL DISTRICT ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK 2026-2027



Avona Elementary School
Williams Township Elementary School
Wilson Borough Elementary School

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WILSON AREA SCHOOL DISTRICT

STRATEGIC PLAN

Vision Statement

We envision the Wilson Area School District to be composed of outstanding student-centered schools which provide a variety of practical and educational learning experiences that will inspire, challenge, and equip all students to reach their fullest potential. Our students will embrace diversity and become critical thinkers, quality collaborators, problem solvers, effective communicators, and 21st-century learners. To this end, students will become lifelong learners who embody the W.A.R.R.I.O.R values. Our graduates will be responsible and productive citizens with a passion for excellence in a competitive global society.

Shared Values

- We believe today's students are tomorrow's leaders and citizens; our job is to help prepare them for that future.
- We believe all students can be successful.
- We believe high expectations create high achievers.
- We believe education promotes and improves knowledge, creativity, curiosity, self-esteem, and social interaction.
- We believe every student possesses talents and abilities that will be nurtured and inspired by our schools.
- We believe an inspirational environment sets the foundation for lifelong learning.
- We believe a mutual level of respect must exist between a teacher and a student for effective learning to occur.
- We believe education is a shared responsibility of students, parents, faculty, community, and administration.
- We believe quality education provides a holistic foundation for youth to build their morals, ethics, discipline, character, and overall health and well-being.
- We believe education must be supported by continuous evaluation of effective instructional practices, proficient use of technology, and the instructional environment.
- We believe people, not programs, determine the quality of a school.
- We believe a safe, secure, and healthy environment is essential for students to learn.
- We believe the school community values and respects diversity.
- We believe the school community must become responsible stewards of the global environment.

WILSON AREA SCHOOL DISTRICT

Mission Statement

ENTER TO LEARN...

Wilson Area School District will provide safe environments and a variety of learning experiences that embrace diversity and allow all students to achieve their fullest potential as responsible and productive citizens, who become life-long learners.

The District and community will work together in partnership to prepare our students for tomorrow's challenges so that they may…….

...GO FORTH TO SERVE.

AVONA ELEMENTARY SCHOOL FACULTY & STAFF DIRECTORY
2317 Front Street, Easton, PA 18042
Phone: 484-373-6250
Fax: 610-258-9407

Principal Ms. Katie Burton	**Art** Mrs. Kaitlyn Petty	**MTSS** Mrs. Samantha Campbell
School Secretary Mrs. Stacy Izarek	**Career & Media Arts** Mrs. Gwen Rose-Weidner	**Title I Teacher/ Reading Specialist** Mrs. Evelyn McEntee
Guidance Mrs. Nicole Richards	**Music & Instrumental** Miss Sarafina Schultheis-DeAngelis	**Speech** Mrs. Stephanie Marks
Nurse Mrs. Mary Jo Maff Mrs. Jennifer Tocheny - Aide Ms. Melinda Gladstone - Aide	**Physical Education/ Health** Mr. Ron Hannis	**IU 20**
TEACHERS: **Kindergarten** Mrs. Alyssa Gillmer Mrs. Megan Vogel	**Recess Aide** Mrs. Sandy Jablonski Mr. Saquon Burton	**Cafeteria Aides** OPEN - TBD Ms. Jessica Lauer
First Grade Ms. Amber Creegan Mrs. Kayla Lohrman Mrs. Sarah McKitish	**Enrichment** Mr. Tad Fenton	**Custodians** Ms. Vicki Dittmar Ms. Michelle Jennings Mrs. Sheree Pacheco Mr. Belmiro Pacheco
Second Grade Mrs. Ashley Clarke Mrs. Renee Hampton Mrs. Kayla Lohrman/ Miss Gabrielle Gundry LTS	**EL** Mrs. Mary Bidwell Miss Aida Rodriquez	
Third Grade Mrs. Stefanie Riehl Mrs. Valerie Statler	**Learning Support**	
Fourth Grade Miss. Mikayla Fluck Mr. Mike Greene Ms. Scotia Wegman		

WILLIAMS TOWNSHIP ELEMENTARY SCHOOL FACULTY & STAFF DIRECTORY
2660 Morgan Hill Road, Easton, PA 18042-7099
Phone: 484-373-6170
Fax: 610-258-8717

Principal Mr. Kevin Steidle	**Art** Mrs. Kaitlyn Petty	**MTSS** Mrs. Heather Maginn
School Secretary Mrs. Mireille Warner	**Career & Media Arts** Mrs. Stefanie Sneeringer Mrs. Marisa Hartline	**Title I Teacher/ Reading Specialist** Ms. Donna Binn
Guidance Ms. Nicole Richards	**Instrumental Music** Mr. Cody Gemmell	**Speech** Mrs. Vicki Drake
Nurse Mrs. Mary Jo Maff Mrs. Jennifer Tocheny - Aide	**Music** Mrs. Sarafina Schultheis-DeAngelis	**IU 20** Ms. Lindsey Hawk-Life Skills Ms. Kaitlyn Febbo Mrs. Susan McCollian Mrs. Chrissy Zbyszinsky- OT
TEACHERS: **Kindergarten** Mrs. Rebecca Lombardo Mrs. Eirean Perst	**Physical Education/ Health** Mr. Ron Hannis	**Cafeteria Aides** Mrs. Karen Dagon Mrs. Donna Kanusky
First Grade Ms. Alli Hicks Mrs. Jacqueline Kohler	**Recess Aide** Mr. Saquon Burton	**Custodians** Mr. Vance Anglestein Mrs. Karen Dagon Ms. Christine Johnson Mr.. Randy Perusso Ms. Rebecca Matos
Second Grade Mrs. Mariah Callahan Mrs. Kimberly Helm Mrs. Bethany Moran	**Enrichment** Mr. Tad Fenton	
Third Grade Mrs. Lisa Herman Mrs. Tracey Silfies	**Learning Support Aides** Mr. Joshua Pezzanite Mrs. Michele Roscioli Ms. Zoe Thompson	

WILSON BOROUGH ELEMENTARY SCHOOL FACULTY & STAFF DIRECTORY

301 South 21st Street, Easton, PA 18042-3807
Phone: 484-373-6220
Fax: 610-258-9436

Principal Mr. Ian Beitler	**Art** Ms. Emily Aicher	**MTSS** Mrs. Samantha Campbell
School Secretary Ms. Kathleen MacHose	**Career & Media Arts** Mrs. Stefanie Sneeringer	**Title I Teacher/ Reading Specialist** Ms. Jessica Ryan Ms. Emily Zimmer
Guidance Ms. Morgan Coates	**Instrumental Music/ Music** Mr. Cody Gemmell	**Special Education** Ms. Kelly Benkovic Mrs. Ruthann Cookson Mrs. Heather Godowsky Ms. Mikayla McGarr
Nurse Mrs. Mary Jo Maff	**Physical Education/ Health** Mr. Nicholas Woodward	**Speech** Mrs. Stephanie Marks
TEACHERS: **Kindergarten** Ms. Stephanie Hicks Mrs. Robin Stem Mrs. Nicole Wilkins	**Psychologist** Mr. James Murphy	**IU 20** Mrs. Chrissy Zbyszinsky- OT
First Grade Mr. Creyn Muthard Mrs. Patricia Ulshafer Mrs. Allison Yarko	**Recess Aide** Mrs. Sandra Jablonski	**Cafeteria Aides** Mrs. Agatha McElroy Mrs. Carol Noe Mrs. Laurie Shoudt
Second Grade Mrs. Danielle Cocozza Mrs. Kimberly Hannis Mr. Russell Steger	**Enrichment** Mr. Tad Fenton	**Custodians** Ms. Rosemarie Cosper Mr. Gary Dalrymple Mr. Steven Izarek Mrs. Laurie Shoudt Mrs. Vicki Dittmar
Third Grade Mrs. Chelsey Diefenderfer Mrs. Christine Smith Ms. Amanda Stefanel	**Learning Support Aides** Mrs. Ashley Perrine Ms. Marina Smith Ms. Megan Tomoney Ms. Kiana Unangst	
Fourth Grade Mrs. Shannon Fritz Mr. Douglas Schneck Mrs. Teresa Soden		

SECTION II - ATTENDANCE INFORMATION

ELEMENTARY SCHOOLS TIME SCHEDULES: AVONA, WILLIAMS TOWNSHIP, and WILSON BOROUGH ELEMENTARY SCHOOLS

- Students should not arrive before 8:40 AM, which is when they will be permitted to enter the buildings. Students arriving early will be requested to stand in an orderly fashion in an assigned area outside of the building.
- Grades K through 4 - 8:55 AM to 3:15 PM.
- All students are expected to leave for home at dismissal unless they are requested to stay by a teacher/administrator.

ARRIVING LATE / LEAVING EARLY

If your child will be arriving late or leaving early for any reason, please notify the classroom teacher or the school office in advance. Also, if your child is arriving late and would like to order a school lunch, please notify the school of your child's lunch selection prior to 9:20 AM. All school lunches must be ordered by 9:20 AM.

Children leaving early must be picked up at our school office by a parent or guardian. Please contact the office and send a written note if someone other than the parent is picking up the child.

FIELD TRIPS

During the course of the school year students may have the opportunities to attend school-sponsored field trips that will enhance their educational experience at the elementary level. All students will be required to have a signed parent permission slip. Students must meet academic and behavioral guidelines in order to attend.

Parents of students who take prescribed medication during the school day must make arrangements with the nurse prior to the field trip. Students are required to adhere to district policies, school discipline codes, and school rules while on the trip.

An alternate program will be provided at school for any students who are excluded from or choose not to go on the trip.

REPORTING ABSENCES and REQUESTING HOMEWORK

Parents are required to call the appropriate school office each day that their child is absent from school. This contact serves as a safety measure and notifies the school that your child is not expected to attend.

If homework is being requested for an absent child, please leave this request with the secretary at the opening of the school day. A teacher will need the full day to prepare your child's homework which may be picked up in the office after dismissal.

REQUEST FOR EXCUSED ABSENCE FROM SCHOOL

Families planning an educational experience during the school year are required to complete a **Request for Excused Absence from School** form in advance of the trip. Parents also agree to assume responsibility for the child's school work during the period of absence. As per the form absences are limited to five (5) school days. Request for Excused Absence from School forms can be obtained from the school secretary and are maintained on file in the school office. Forms are also available online on the district's website, www.wilsonareasd.org.

Wilson Area School District
Flexible Instruction Day (FID) Expectations
2026–2027 School Year

When necessary, WASD students and staff will participate in a Flexible Instructional Day (FID). Flexible Instructional Days count as regular school days and will be used in place of traditional snow/emergency closure days when appropriate.

Student Expectations

- **Students should log into Google Classroom by the scheduled start time for their grade level.**
- **Teachers will post assignments, directions, Zoom/Google Meet links, and instructional materials by the beginning of the school day.**
- **Students are expected to be on camera, participate in all live instructional sessions, and complete assigned asynchronous work.**
- **Students should communicate with teachers if they experience technical difficulties, have questions, or need additional support.**
- **Attendance will be based on logging into the first class, present on camera, and participation in instructional activities.**

Teacher Expectations

- **Teachers will provide synchronous (live) instruction according to the district FID schedule.**
- **Assignments and instructional resources will be posted in each teacher's Google Classroom.**
- **Teachers will be available during FID hours to answer student and parent questions via email or Google Classroom.**
- **Teachers will communicate clearly regarding assignment expectations and due dates.**

Attendance and Participation Expectations

If a student is unable to participate in a Flexible Instruction Day, parents/guardians should follow their school's regular attendance reporting procedures. Students who are absent will be provided opportunities to make up missed assignments in accordance with district policy.

Technology Expectations

- **Students should ensure devices are charged and ready for use prior to a potential FID.**

- **Students should use appropriate digital citizenship practices during all virtual instruction.**
- **If technical issues occur, families should contact the school office or classroom teacher for assistance. If further assistance is needed, families can contact the Technology Department at 484-373-6018 or support@wilsonareasd.org.**

Wilson Area School District FID Schedules

Elementary School (K-4)

Time	Instruction
9:00 - 9:40	**Attendance and ELA**
9:40 - 9:50	**Break**
9:50 - 10:20	**Math**
10:20 - 10:30	**Break**
10:30 - 11:00	**Science/Social Studies**
11:00 - 11:10	**Break**
11:10 - 11:40	**Special Area Instruction**

***Teachers will be available to students and parents from 9:00 a.m. – 3:00 p.m. via email or Google Classroom.**

Additional Information

- District assessments, quizzes, or major tests may be rescheduled for the next in-person instructional day.
- Counselors, nurses, school psychologists, instructional aides, and teacher specialists will continue to work with students, parents, and staff as necessary in the virtual setting.
- Students are expected to follow district behavior and technology policies during all virtual sessions.
- School offices will remain available virtually during regular school hours.
- Students will not attend CIT. Students enrolled in college courses should follow the directions and schedule from their respective colleges / post-secondary institutions
- Coaches, advisors, and/or the Athletic Department will provide additional direction and communication regarding the status of athletic and co-curricular activities on FID days.

SECTION III - HOME AND SCHOOL SERVICES

ANNOUNCEMENTS AND NOTICES

Any organization wishing to send announcements home with the children must first have approval from Wilson Area School District Central Administration Office.

Elementary age children have a hard time remembering dates, times, places, costs for events and registrations from oral announcements. Therefore, we are asking that all announcements or flyers be composed by the organization, printed, and counted out in packs of 30 to be delivered to the school secretary at least one day prior to expected distribution. All announcements should have a contact person and telephone number. Should emergency cancellations be required, please phone the school secretary who will make the necessary announcements.

BIRTHDAYS

In adherence with the Wilson Area School District Student Wellness Policy #246 and state regulations, as well as concerns over student food allergies, we cannot permit food items to be sent to school in honor of a child's birthday or other special event. The Wilson Area School District Student Wellness Policy is contained within the Parent/Student Handbook on page 31 for your review.

We understand that birthdays are special days in the lives of our students and their families, and we look forward to sharing birthday excitement with your child. In lieu of a food treat, one suggestion to honor your child's special day would be the donation of a favorite book to the classroom library of your child. The book could be read to the class by the student or the teacher and then placed in the classroom collection for all of the students to read. Honoring your child's birthday in this way leaves a lasting gift that students throughout the years will be able to enjoy. Please note there is no obligation to recognize your child's birthday with a class gift of any kind.

Birthday or party invitations will not be given out in school unless the entire class is invited. A list of student names may be obtained by contacting the school secretary. Home addresses, email addresses and phone numbers cannot be given due to confidentiality.

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.

INSURANCE

Accident insurance is available to all students. Insurance application forms are available on the district website under school forms. Accident insurance is not required. Parents may contact the office if they need additional information.

NEED FOR PARENT COOPERATION

Each school year there are many activities and events that require teacher time. In order to maximize the time our teachers spend with students, we ask for your help in the following ways:

1. Make sure your child arrives at school on time.
2. Make sure your child attends school every day, unless he or she is ill.
   Note: *Missing school because of bad weather, visiting others, or waking up late are not legal excuses*.
3. If your child has been absent, be sure that he or she returns to school with an excuse stating the reason for the absence.
4. Please treat all home injuries (cuts, scrapes, splinters, etc.) before your child comes to school.
5. Check that your child has all necessary supplies for the day (lunch money, lunch, books, homework, papers, etc.). *Note: A book bag helps youngsters to stay organized.*
6. Your child is to ride only on his or her regularly assigned bus.
7. Upon entering the school building, all visitors must register in the school office. This is to eliminate untimely interruptions and to insure the safety of all students and staff.
8. Please stand clear of hallways and bus loading zones during dismissal time. Also, please wait until after dismissal to visit teachers, as they are supervising children.
9. Please do not park in the bus or van loading zones.
10. Do not double park when dropping off or picking up children.
11. For the safety of the children, please do not call your child from your car or from between parked cars. Please help them to cross at street corners only.
12. Parents delivering items to the school are requested to leave them in the school office, so that classes aren't disrupted.
13. Please do not permit your child to wear headphones or ride skateboards or scooters to school. These can be hazardous for children when crossing streets or waiting for the bus.
14. Students should not wear flip-flops, sandals or slippery shoes. *Note: Sneakers are recommended for gym classes.*
15. If involved in a custody case, please provide the school with a copy of the custody order.
16. The procedure to discuss or report concerns, problems or complaints is to:
    A. Contact your child's teacher. If the problem is not resolved then:
    B. Contact the Principal
    C. Contact the Superintendent

PARENT TEACHER ASSOCIATIONS (PTA) MEETINGS

AVONA ELEMENTARY SCHOOL PTA:
Please refer to your school calendar for information about the dates and times of the Avona Elementary School PTA events.

WILLIAMS TOWNSHIP ELEMENTARY SCHOOL PTA:
Please refer to your school calendar for information about dates and times of the Williams Township Elementary School PTA meetings.

WILSON BOROUGH ELEMENTARY SCHOOL PTA:
Please refer to your school calendar for information about dates and times of the Wilson Borough Elementary School PTA meetings.
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REPORT CARDS

Report cards will be issued in four marking periods for grades first through fourth. Conferences will be scheduled on early dismissal days as needed by all teachers. Report cards will be accessible through the Skyward student system. Parents will be able to print report cards via the Skyward website. Printed report cards will not be issued.

Kindergarten will receive report cards during the second, third and fourth marking periods only. Conferences, however, will be conducted the same as other grades.

Progress reports will be sent home in the middle of each marking period to notify parents of students who are not making satisfactory advancement. In such cases, conferences will be recommended. These report forms are to be returned to the teacher for verification of conference attendance.

WEBSITE

Visit www.wilsonareasd.org for information regarding activities, athletics, business office, cafeteria, current weather, directions, Administration, elementary schools, WAIS, WAHS, Transportation, etc.

SECTION IV - STUDENT SERVICES

Annual Child Find Notice Special Education Services

The WASD ensures that all students transitioning from early intervention programs to kindergarten or first grade programs within the District are transitioned without disruption of services. Parents of children entering school age programs are notified of the District's Transition activities, which occur before kindergarten registration each year. The District secures permissions to evaluate, conducts an evaluation, and develops an Individualized Family Service Plan (IFSP)/Individualized Education Program (IEP) in accordance with the timelines required by state mandates. The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through three years of age. For more information, contact: Alliance for Infants 2801 Custer Avenue Pittsburgh, PA 15227 412-885-6000 The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three through five. Potential signs of developmental delay are not limited to, but may include:

- *By the age of 3: not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not answering "show" or "what" questions; and/or not using utensils to feed self;*
- *By age of 4 (all of the above included): not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children, not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (e.g., pick up the paper and put it in the garbage;*
- *By the age of 5 (all of the above included): unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I), not able to hop forward with one foot without support;*
- *Other warning signs at any age: little or no eye contact, over/under sensitivities to pain, light, noise; hand flapping; no awareness of space (always bumping into other people or things); awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (e.g., watches wheels spin on the car, but does not play with the car).*

Services for School-Age Students with Disabilities

WASD provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment,

Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness. Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control (CDC) website at cdc.gov. For additional information regarding the signs of developmental delays or 5 other disabilities, please contact the Director of Student Services or the School Psychologist assigned to your child's building.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an on-going basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team. When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal or Director of Student Services. Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's Building Principal or the Director of Student Services at 484-373-6000.

GIFTED TESTING

The Wilson Area School District offers enrichment classes for gifted students. A request for gifted testing may be made by teachers following review of test results, or by parents.

An initial gifted screening of students referred for enrichment classes may be conducted by the gifted teacher or guidance counselor using the Kaufman Brief Intelligence Test. Depending upon the results of initial screening, further evaluation may be scheduled with the district's school psychologist to determine the need for gifted services.

GUIDANCE SERVICES

The elementary school guidance counselors are available to all students and parents.

Services for Students:

1. **Individual Counseling** for crisis, school concerns, personal/family concerns, peers/friendship concerns, self-esteem/social skills, etc. *(Can be referred to by children themselves, parents, teachers or other school personnel).*
2. **Small Groups** dealing with self-esteem, friendship, divorce, study skills, social skills, etc. *(Parents will be asked to provide special permission for their child to participate in a group, regardless of the permission form on file).*
3. **Conflict Resolution** - counselor helps children involved in disagreements learn to handle a conflict peacefully by:
   - _ identifying source of conflict
   - _ expressing themselves assertively
   - _ brainstorming solutions
   - _ agreeing to resolutions in writing
4. **Classroom Presentation/Lessons**
   - _ in response to a crisis (ex. death of a classmate)
   - _ in response to a need (ex. getting along with others, understanding of others' disabilities)
   - _ general understanding of self and others (ex. self-esteem, recognizing and expressing feelings appropriately, friendship courses)
5. **Behavior Modification** programs where the counselor monitors and rewards students' achievement of goals related to homework, class work, in-school behavior, etc.
6. **Coordination** of special education services.

Services for Parents:

1. **Consultation** regarding child, school, family, parenting issues, etc.
2. **Opportunities** to refer your child for individual or small group experiences.
3. **Lending Library** of books, articles, audio and video tapes, etc.
4. **Information** on community resources for children and families.

Services for Teachers:

1. **Consultation** regarding students' academics and in-school behavior.
2. **Availability** for teacher referral of children for individual counseling or small group experiences.
3. **Resources** including books, articles, filmstrips, tapes, study skills programs, self-esteem activities, etc.
4. **Participation** on the MTSS Team.
5. **Coordination** of special education services.
6. **Liaison** with community resources.
7. **Special Classroom Lessons**/presentations/courses.

Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) in Pennsylvania refers to the use of a standards-aligned, comprehensive school improvement and/or multi-tiered system of support for implementing PA's Standards Aligned System (SAS). Response to Multi-Tiered System of Supports (MTSS) rests on using a continuum of student performance data to continuously inform, monitor and improve student access and response to high-quality core and supplemental instruction/intervention. Through a multi-tiered system of support, implementers have a road map for facilitating systems change within the context of data-based decision-making and instructional matching. The intent of MTSS is to improve learning as efficiently, effectively and equitably as possible for ALL students, including students with disabilities. Response to Instruction and Intervention is an "Every Ed" standards-aligned initiative.

In the Wilson Area School District, we have been evolving the district's Child Study Team process to better meet the state's requirements. If you are interested in learning more about MTSS and what it provides for your child, please contact your building principal or MTSS Coordinator.

SECTION V - EMERGENCY INFORMATION

EMERGENCY INFORMATION

Parents/guardians are required to submit emergency contact information for their student. This information is to be entered via the Skyward student system. Parents/guardians will be required to update this information annually prior to the start of the school year. Several contact people should be listed in case parents cannot be reached. Arrangements should be made to pick up sick children as quickly as possible. Parents must promptly report any change of information to the school nurse or secretary.

FIRE DRILLS

Fire drills are held periodically throughout the school year. Teachers review fire safety procedures and practice fire drills during the first few days of school. When the alarm is sounded, students move quickly and quietly to their designated exit. Children remain at a safe distance from the school building until the signal to return is given, at which time they are expected to re-enter the school building in a quiet fashion.

EMERGENCY DRILLS

Emergency drills are designed to prepare for the appropriate student response in the case of incidents that threaten the safety and welfare of the children and staff inside the building. Emergency drills are held periodically throughout the school year. Teachers review safety procedures which ensure that all students and staff follow necessary protocol.

SNOW DELAYS AND SCHOOL CANCELLATIONS

The school district will notify parents / guardians of any school delays or cancellations via the district's messaging system to phone and emails. Also, the following radio stations broadcast information regarding school cancellations, delays and early dismissals during periods of inclement weather.

WAEB	-	790AM
WAEB	-	104.1FM
WEST	-	1400AM
WLEV	-	100.7FM
WFMZ	-	100FM

Pertinent information will be telecast on WFMZ, CHANNEL 69, via telephone through the Skylert Notification System, and available on the following internet web sites.

WFMZ-www.WFMZ.com
Wilson Area School District - www.alerts.wilsonareasd.org

SECTION VI – BREAKFAST AND LUNCH PROGRAMS

FREE OR REDUCED MEALS

The application process for the free and reduced lunch program is available through the Skyward student system. Parents/guardians will be required to complete the application online. The district will notify all applicants in writing on the status of the application. As mandated by the Federal and State Governments, any change in the family's financial status must be reported immediately.

BREAKFAST PROGRAM

Breakfast is free to all students. Breakfast will be served at all elementary schools in the classroom. Breakfast will not be served if the start of the school day is delayed due to poor weather conditions.

CAFETERIA CONDUCT

An adult cafeteria aide is present daily for supervision of children in the cafeteria. Appropriate consequences for student misconduct will be assigned by the cafeteria aide, as necessary. Reports of misbehavior will be provided to the child's teacher. Common cafeteria rules include:

- Enter and leave the cafeteria in an orderly manner.
- Maintain an "inside voice" while in the cafeteria.
- Raise your hand if you need to be excused or leave your seat for any reason.
- To ensure safety for all, please do not send glass containers, knives, or scissors with your child's lunch.
- Eat only what you brought or purchased for breakfast or lunch, sharing food is not permitted.

- Observe safety guidelines at Peanut Free lunch table/tables.
- Clean up your area and discard garbage as directed.
- When a signal is given, become silent immediately.
- Treat classmates and staff with respect.
- Healthy choices for lunch beverages do not include sodas and carbonated beverages.

SCHOOL MENUS

The lunch menu is available on the district website, www.wilsonareasd.org and will be updated monthly. The cafeteria uses a computerized debit system to which you may deposit money for your child's purchased lunches. Parents can view their child's Skyward account under the food service tab on the district website. Children may choose to bring a bag lunch. Milk may be purchased daily. Drinks in glass containers and/or carbonated beverages are not permitted. Encourage your child to eat lunch regularly and remind them not to waste food.

PRICES FOR SCHOOL MEALS:

Breakfast	$1.20
Lunch	$2.10
Milk	$0.40

SECTION VII – STUDENT CONDUCT AND RESPONSIBILITY

DAMAGES TO SCHOOL PROPERTY AND CAFETERIA CHARGES

Students will be held responsible for damages to Chromebooks, books borrowed from the school library, books loaned to them, and to school property. In addition, students will be responsible for making payment for any charged school meals. Fines will be assessed for such items and payment will be expected within a reasonable amount of time.

HALLWAY CONDUCT AND SAFETY

When walking through the halls, children should move directly and quietly to their assigned areas or classrooms. Children should observe safe conduct when passing in the halls by walking on the right, carefully opening doors, and using single file passage on the stairs.

ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL

Students are reminded that they should not bring items to school that are not essential to instruction such as toys, electronic games, trading cards, etc. should be left at home (please refer to Policy #237). Anything that could be construed as a weapon should be left home (please refer to Policy #239). Cell phone use is governed according to Policy #237.

STUDENT DRESS

Students at the elementary schools take pride in their appearance. In addition to being neat and clean, we expect them to dress appropriately at all times. It is suggested that children dress with weather in mind. Layered clothing allows children to adjust due to changing temperatures both in the classroom and outdoors. Sneakers are recommended on days when they have physical education or are scheduled for outside recess activity. Shoes need to be secure to foot for safety. Following are helpful guidelines:

Head Gear	Hats, bandannas and kerchiefs' are not to be worn.
Shoes	Flip-flops, higher heeled/platform shoes are considered unsafe for normal school activity.
Tops	Tank tops, Crop tops, Halter/tube tops and those with "spaghetti like" straps are not permitted. Oversized shirts such as boys basketball team jerseys are only permitted with a t-shirt worn under it or an over shirt.
Shorts	Tight fitting shorts or "short-shorts" (shorts cut very high on the leg) are not allowed.

This information should be helpful to you managing what is considered appropriate and safe to wear to school.

CHROMEBOOK STATEMENT

Students are responsible for the appropriate use of the Chromebook both at school and at home. All commercial, illegal, unethical, and inappropriate use of the 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.

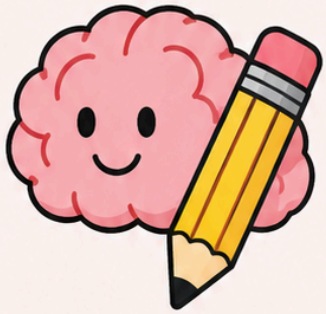
AI Traffic Light for K-4

How should I use AI in class?



NO

- Do it by yourself.
- No AI unless your teacher says so.
- Use your own brain for tests and final answers.



WHOA

- Stop and ask your teacher first.
- AI can help with ideas or questions.
- Check that the answer makes sense.



GO

- AI can help you learn.
- Use it with your teacher's directions.
- You still do the thinking and checking.



When in doubt, ask your teacher.

SECTION VIII – SCHOOL DISTRICT POLICIES

Policy #249
Board Approval 07/14/2025

WILSON AREA SCHOOL DISTRICT

SECTION: STUDENTS

TITLE: BULLYING/ CYBER BULLYING

1. Purpose	The Wilson Area School District is committed to providing a safe, positive learning climate for students. The Board of Education recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.
2. Definition	Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: 1. Substantial interference with a student's education 2. Creation of a threatening environment 3. Substantial disruption of the orderly operation of the school Bullying, as defined in this policy, includes cyber bullying. 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.

3. Authority	The Board prohibits all forms of bullying by District students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.
4. Delegation of Responsibility	Each student shall be responsible to respect the rights of others and ensure an atmosphere free from bullying. Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with the students. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board. The Administration shall annually provide the following information with the Safe School Report: 1. Board Bullying Policy 2. Report of bullying information 3. Information on the development and implementation of any bullying prevention, intervention or educational programs
5. Appeal Procedure	If the complainant or accused is not satisfied with the school principal's decision, the student, parent or guardian may appeal to the Superintendent.

6. Guidelines	A copy of this policy will be distributed to parents, staff and students and posted on the District's website. Additionally, parents, staff and students will be advised of this policy through educational programs and written materials.
7. Education	The District shall develop and implement bullying prevention and intervention programs. Such programs shall provide District staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.
8. Consequences for Violations	A student who violates this policy shall be subject to appropriate disciplinary action consistent with the code of student conduct as stated in the student handbook, which may include: ● Counseling within school ● Parental conferences ● Loss of school privileges ● Transfer to another classroom or school bus ● Exclusion from school-sponsored activities ● Detention ● Suspension ● Expulsion ● Counseling/therapy outside of school ● Referral to law enforcement officials
	References: School Code – 24 P.S. Sec 1302-A, 1303.1-A State Board of Education Regulations- Title 22 PA Code Sec. 12.3

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Some district buses do utilize surveillance cameras to monitor student behavior.

BUS TRANSPORTATION POLICY **Policy # 3545.1**
Revised: 5/20/2013

SAFETY AND STUDENT CONDUCT ON SCHOOL VEHICLES

1. Authority	Appropriate conduct is essential for the health and safety of students transported on school district vehicles. Student conduct while waiting for, riding on, or departing from school vehicles is within the authority of the Board, Superintendent, Administration, and Transportation Department staff. A student whose misconduct violates this policy while waiting for, riding on, or departing from school vehicles shall be subject to loss of riding privileges. The student may also be subject to disciplinary measures including suspension and expulsion from school pursuant to related student discipline policies.
2. Guidelines	Students who are eligible for bus transportation and wish to use this service cannot have the option of occasionally walking home instead of using the bus. Students are expected to use the same stop and bus for the school year. The following behavior is to be adhered to by all students who use the District transportation system: 1. Be ready to board the bus five (5) minutes prior to pick-up time and line up to enter the bus in an orderly manner. 2. Be careful in approaching the school bus stop. 3. Wait until the bus is at a complete standstill before attempting to enter. 4. Remain off the road at all times and behave in a safe manner while waiting for the bus. 5. When it is necessary to cross the road after getting off the bus, cross immediately in front of the bus and look both ways to make sure that traffic is not approaching. 6. Assist in keeping the bus as safe and sanitary as possible at all times. 7. Practice courtesy to fellow students, assist the bus driver whenever possible, particularly with small children. 8. 8. Never stick hands, arms, or any other part of the body out of the windows or doors.

9. Remain in your seats while the bus is in motion.
10. Never experiment or tamper with the bus or any of its equipment.
11. Be careful not to leave items such as lunches, clothing, books, etc., on the bus.
12. Keep noise on the bus at a minimum. Loud talking or creating any disturbances is not allowed.
13. Never roughhouse, fight, or throw objects in or from the bus.
14. Never harass or bully other students or bus drivers.
15. Never use the emergency door, except under the direction of the driver or in the event of an emergency.
16. Never use obscene language.
17. Never smoke on the school bus.
18. Never eat on the school bus.
19. Never bring pets on the school bus.
20. Remain quiet when the bus is approaching a railroad crossing and until the bus has passed the railroad.
21. Obey the school bus driver and, in case of emergency, remain on the bus unless otherwise instructed by the individual in authority.
22. Never intentionally damage seats or other parts of the bus. The student will be required to pay for the replacement.

The driver is in complete charge of the bus. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus. If a student violates any of the above rules and regulations and loses the bus privilege, the student or his/her parent/guardian will have to provide transportation to school. In such cases, the law still requires attendance at school.

The School Bus Incident Report to Parents form is mailed to parents informing them of disciplinary action involving their child.

The following guidelines are established for reporting and investigating violations:

1. The driver will complete a misconduct report describing the misconduct of the student or students involved and immediately submit a copy to his/her supervisor.
2. The driver shall also submit a copy of the misconduct report to the appropriate administrator no later than the morning following the incident.
3. The administrator shall review the misconduct report and investigate the incident to determine what action, if any, is

appropriate against the student or students involved. If necessary, the administrator will meet with the parents, students, driver, and transportation supervisor. Video tapes, if available, may be used by the principal in the investigation.

Disciplinary Action Sequence For Bus Misconduct

1. Each bus driver will review with students the list or description of expected student behaviors and/or prohibited behaviors.
2. Consequences to be implemented by the bus driver may include, but are not limited to, a conference with the student and assigned seating on the bus.
3. Students will be referred to an administrator when, despite efforts of the driver to change the student behavior, the student refuses or neglects to follow the directions of the driver. Such noncompliance will be classified as bus misconduct.
4. The Student Code of Conduct classifies bus misconduct as a Level II infraction.
5. Any student misconduct while awaiting, traveling on, or departing a bus meets the definition of a Level II infraction.
6. Students suspended due to bus misconduct will be suspended from riding the bus. Students suspended from riding the bus are required to attend school and must assume responsibility for their own transportation to and from school at regularly scheduled times.

Video Cameras on Transportation Vehicles

The Board authorizes the use of video surveillance cameras on vehicles used for the transportation of pupils. The purpose of this system is to support the discipline policies of the school district. The video surveillance cameras shall record visual images.

A notice shall be placed in each vehicle indicating that such a surveillance system may be in operation.

Videotapes will be maintained by the Transportation Department. Employees responsible for implementing the discipline policies of the school district shall be permitted to view the tapes. A student and his/her parents may view only that portion of videotape that relates to the discipline of the student.

Student Safety

Emergency evacuation drills shall be conducted during the months of September and March and shall include practice and

	instruction concerning the location, use, and operation of emergency doors and fire extinguishers and the proper evacuation of vehicles in the event of fires and accidents. The Transportation Department shall schedule this program.

The Wilson Area School District recognizes the need to maintain a bus transportation policy of strict adherence concerning the safety and student behavior in transporting students to and from school. Teachers should review bus safety rules with their students.

Safe Routes to School

The district shall cooperate with local municipalities, public safety agencies, police departments and community organizations to develop and maintain safe routes to school.

 Policy #224

Title: Care of School Property

Code 224

Status Active
Adopted June 20, 2022

Purpose

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

Authority

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.[1][2][3]

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.[4]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.[5][6]

The Superintendent shall notify the Board of major incidents of vandalism to school property.

Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.

Legal

1. 24 P.S. 777

2. Pol. 218

3. Pol. 233

4. 24 P.S. 1338

5. 24 P.S. 109

6. 24 P.S. 801

§

Book Policy Manual
Section 200 Pupils
Title: Electronic Devices
Code 237
Status Active
Adopted June 20, 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.[1]

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:[2]

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. Students have 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

Policy #218.3

Title: Discipline of Student Convicted/Adjudicated of Sexual Assault Code 218.3

Status Active
Adopted June 20, 2022

Purpose

The Board recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses disciplinary requirements for a student convicted or adjudicated delinquent of sexual assault upon another district student.[1]

Definitions

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.[1]

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.[1]

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the district.[1]

Sexual assault – means any of the following offenses:[1]

1. Rape.[2]
2. Statutory sexual assault.[3]
3. Involuntary deviate sexual intercourse.[4]
4. Sexual assault.[5]
5. Aggravated indecent assault.[6]
6. Indecent assault.[7]

Authority

The Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.[1][8][9]

Delegation of Responsibility

A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction.[1]

Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:[1]

1. Recommend that the Board expel the student, in accordance with law and Board policy.[9]
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program within the district.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the district. Although action is not required, the district maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.[1]

Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.[10][11]

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.[1][12][13][14][15][16][17]

The district shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:[1]

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to School

The district may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:[1]

1. The victim is no longer enrolled in the district.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the school district receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the district may assign that student to an alternative assignment or may provide alternative education services.[1][18]

Legal

1. 24 P.S. 1318.1
2. 18 Pa. C.S.A. 3121
3. 18 Pa. C.S.A. 3122.1
4. 18 Pa. C.S.A. 3123
5. 18 Pa. C.S.A. 3124.1
6. 18 Pa. C.S.A. 3125
7. 18 Pa. C.S.A. 3126
8. Pol. 218
9. Pol. 233
10. Pol. 103
11. Pol. 252
12. 20 U.S.C. 1400 et seq

13. 34 CFR Part 300

14. Pol. 103.1

15. Pol. 113.1

16. Pol. 113.2

17. Pol. 113.3

18. Pol. 200

§

Policy # 5131
Revised: 5/5/2008

Wilson Area School District

DRUGS/ALCOHOL/MOOD-ALTERING CHEMICAL SUBSTANCES POLICY

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. 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.

1. **Student Seeking Help**
   a. A student may approach any professional staff member to seek help. The staff member shall encourage the student to see the guidance counselor, school nurse or building principal.
   b. Confidentiality of the student shall be maintained in accordance with the law.
   c. Counselors, nurses or building principals shall offer drug and alcohol counseling as appropriate.
   d. 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.

2. **Suspicion of Drug and/or Alcohol Involvement**

   a. 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 of drug or alcohol use or abuse.

b. 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.

3. **Possession, Use, Sale, Distribution or Involvement**
   a. 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.
   b. 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.
   c. Parents or guardians shall be promptly informed of actions taken by school officials in all incidents.
   d. The school shall notify and cooperate with state/local law enforcement or regulatory agencies when appropriate.
   e. Counseling assistance by appropriate agencies will be strongly recommended.

4. **Drug Dog Use**
   a. 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.
   b. The principal or assistant in charge of the school can make a request for the drug-sniffing dog through the local police department.
   c. 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.
   d. 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.
   e. 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 controlled substances, including alcohol, by any person on school property shall be reported annually to the Office of Safe Schools on the required form.

1. 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 steroids 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.

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. 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.

GANG POLICY Policy # 218.4

Book Policy Manual
Section 200 Pupils
Title: Gangs
Code 218.4
Status Active
Adopted June 20, 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 it's 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.[1][2]

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.[3]

Administration shall report all incidents consistent with administrative regulations to the Superintendent.

Legal

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

HOMEWORK POLICY Policy # 130

Book Policy Manual
Section 100 Programs
Title Homework
Code 130
Status Active
Adopted May 3, 2021

Purpose

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Provide opportunities for parents/guardians to know what their child is studying.
3. Encourage parent/guardian and child interaction.

Guidelines

Each student shall be responsible for completing homework assignments as directed.[1]

Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time.

The demand of homework upon the students' time shall be consistent with the best interests of the students in regard to other valuable experiences to be gained outside of school.

Homework shall not be assigned as a form of punishment.

Legal

1. 22 PA Code 12.2

Homeless Students Policy: #251

Book Policy Manual
Section 200 Pupils
Title: Homeless Students
Code 251
Status Active
Adopted November 6, 2023

Authority

The Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.[1][2][3]

The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.[1][2][3]

The Board authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths.[3]

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.[4][5]

Definitions

Enroll or **Enrollment** means attending classes and participating fully in school activities.[6]

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[6]

1. Children and youths who are:

    a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

    b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;

    c. Living in emergency, transitional or domestic violence shelters; or

    d. Abandoned in hospitals.

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;

4. Migratory children who qualify as homeless because they are living in circumstances described above; and

5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.[5]

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or a guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[6]

Delegation of Responsibility

The Board designates the Superintendent or designee to serve as the district's liaison for homeless children and youths.[5]

The district's liaison shall ensure outreach and coordination with:[5]

1. Local social service agencies and other entities that provide services to homeless children and youths and families.

2. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.

3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[7][8]

4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[5]

The district's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[5]

Guidelines

Enrollment/Placement

Best Interest Determination -

In determining the best interest of a child or youth, the district shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.[5]

2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[5]

3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[5]

Placement -

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[5]

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[5]

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[5]

The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.[5]

Enrollment -

The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[3][9][10][11][12][13][14][15]

2. The application or enrollment deadline has passed during any period of homelessness.[5][9]

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academics or other records.[5][9][10][11][12][13][14][15]

The district may require a parent/guardian to submit contact information.[5]

Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[5][16]

Dispute Resolution -

If a dispute arises over eligibility, enrollment or school selection:[5]

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.

2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.

3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[14][15]

Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[1][5][17]

1. Transportation services.[18]

2. School nutrition programs.[19]

3. Career and technical education.[20]

4. Preschool programs.

5. Educational programs for which the homeless student meets the eligibility criteria, such as:

    a. Services provided under Title I or similar state or local programs.[21]

    b. Programs for English Language Learners.[22]

c. Programs for students with disabilities.[8]

d. Programs for gifted and talented students.[23]

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][5][18]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[5]

Training

The district's liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[5]

The district's liaison shall arrange professional development programs for school staff, including office staff.[5]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[5]

1. Improve identification of homeless children and youths and unaccompanied youths;

2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and

3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Legal

1. 24 P.S. 1306

2. 22 PA Code 11.18

3. 42 U.S.C. 11431 et seq

4. 42 U.S.C. 11431

5. 42 U.S.C. 11432

6. 42 U.S.C. 11434a

7. Pol. 103.1

8. Pol. 113

9. Pol. 200

10. Pol. 201

11. Pol. 203

12. Pol. 204

13. Pol. 209

14. Pol. 216

15. Pol. 113.4

16. Pol. 206

17. Pol. 146

18. Pol. 810

19. Pol. 808

20. Pol. 115

21. Pol. 918

22. Pol. 138

23. Pol. 114

22 PA Code 403.1

20 U.S.C. 1232g

20 U.S.C. 6301 et seq

34 CFR Part 99

67 Fed. Reg. 10698

PA Education for Homeless Children and Youth State Plan

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Book Policy Manual
Section 200 Pupils
Title: Immunizations and Communicable Diseases
Code 203
Status Active
Adopted June 20, 2022

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that guidance and orders from state and local health officials, established Board policy and administrative regulations, and Board-approved health and safety plans be followed by students, parents/guardians and district staff.[1][2]

Definitions

Certificate of Immunization - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[3]

Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[3]

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[1][2][4]

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[5]

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.[1][4][6][7]

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health.[1][4][5][6][7]

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[5][8][9]

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.[5][10]

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the school nurse.[1]

Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.[6][11]

The Superintendent or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.[1][5][6][7][8][12]
2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.[3][5]
3. Annually review state standards for immunization and direct the responsible district personnel accordingly.
4. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such a program shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data electronically to the PA Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the PA Department of Health by December 15.[13]

Communicable Diseases

The Board directs that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions.[14][15][16][17]

Parents/Guardians shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Parents/Guardians of a student needing to be excluded shall be notified and required to come to school or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in law, regulations or guidance from state or local health officials, have been met.[14][15][16]

The Board directs school staff to request emergency contact information from parents/guardians of students at the beginning of each school year and request that it be updated as necessary during the school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health.[18][19][20]

The Superintendent or designee shall direct that health guidelines, Board-approved health and safety plans, and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.[21]

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases, in accordance with Board policy.[21][22][23]

Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[17][24]

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian. The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[25][26][27][28][29][30]

Legal

1. 24 P.S. 1303a
2. 28 PA Code 23.81 et seq
3. 28 PA Code 23.82
4. 22 PA Code 11.20
5. 28 PA Code 23.85
6. 28 PA Code 23.83
7. 28 PA Code 23.84
8. Pol. 200
9. Pol. 251
10. Pol. 255
11. 28 PA Code 27.77
12. Pol. 201
13. 28 PA Code 23.86
14. 28 PA Code 27.71
15. 28 PA Code 27.72
16. Pol. 204
17. Pol. 209
18. 28 PA Code 27.2
19. 28 PA Code 27.1
20. 28 PA Code 27.23
21. 22 PA Code 4.29
22. 22 PA Code 4.4
23. Pol. 105.1
24. 24 P.S. 1402
25. 24 P.S. 1409
26. 20 U.S.C. 1232g
27. 34 CFR Part 99
28. Pol. 113.4
29. Pol. 216
30. Pol. 805

Pol. 105.2

PROHIBITION OF WEAPONS POLICY Policy #218.1

Book Policy Manual
Section 200 Pupils
Title: Weapons
Code 218.1
Status Active
Adopted June 20, 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.[1][2]

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.[2][3]

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.[2][4]

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.[2][5][6][7][8][9][10]

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.[10][11][12]

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.[2][10][11][13][14][15]

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.[10][14][16]

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.[10][13]

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.[2]

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.[17][18]

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.[2][19]

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

PUPILS UNLAWFUL HARASSMENT **Policy #5115**
Revised: 9/11/2002

Purpose The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Authority The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions For the purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

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

1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

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

Delegation of Responsibility

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent and Business Manager as the district's Compliance Officers.

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

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

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Guidelines **Complaint Procedure – Student/Third Party**

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

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

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with Board Policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.

Appeal Procedure

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

Book Policy Manual
Section 200 Pupils
Title: Admission of Students
Code 201
Status Active
Adopted June 20, 2022

Authority

The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations.[1][2][3]

Guidelines

First Grade

Children who are entering first grade, with no previous kindergarten experience, should be six (6) years of age on or before September 1.[4][5][6]

In the event a student has attended kindergarten in a public school in Pennsylvania or a public school in another state, and moved into the district, the student will not be required to repeat kindergarten even though the student does not meet the age requirement.

The Board establishes children who are entering kindergarten should be five (5) years of age on or before September 1.[7]

A student moving into the district from a public school in Pennsylvania or a public school in another state, during the school year, will be considered for kindergarten placement based on previous experience and compatibility with the program offered by the district.

In cases where the parent/guardian of a September-birthday child feel the child is ready for school, the parent/guardian may request district-administered academic achievement testing. The parent/guardian will, in writing to the Superintendent or Director of Student Services, request testing and the reasons they believe their child is ready for early entrance into school. The written request shall be made no later than June 1 of the year in which enrollment is being sought. This testing will determine whether or not the child demonstrates at least one (1) standard deviation above the mean on academic achievement testing, showing advancement in both the areas of reading and math, the district standard for admission below the minimum age requirement. A district-certified school psychologist will administer the test and report

on his/her findings; the Director of Student Services and/or Superintendent will review the report and render a final decision.[8]

The parent/guardian must pay a non-refundable amount of $250 in advance of testing for this service. The district will not consider any independent evaluation done outside the district. The results of the tests administered by the district are final; there is no appeal.

The fee for testing is subject to periodic increases to reflect more closely the actual cost for the district. The testing fees will be waived if the parent/guardian can show their household income is within the limits of the Federal Eligibility Income Guidelines as outlined on the free/reduced lunch application. The access to academic achievement testing is provided only for children with September birthdays.

Delegation of Responsibility

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.[9][10]

Legal

1. 24 P.S. 1301
2. 22 PA Code 11.12
3. 22 PA Code 11.41
4. 24 P.S. 1304
5. 24 P.S. 1326
6. 22 PA Code 11.15
7. 22 PA Code 11.14
8. 22 PA Code 11.16
9. Pol. 200
10. Pol. 203

24 P.S. 503

22 PA Code 4.41

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ATTENDANCE POLICY Policy #204

BookPolicy Manual
Section 200 Pupils
Title: Attendance
Code 204
Status Active
Adopted June 20, 2022

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[2][3][4][5][6][7]

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than eight (8) years of age, until the student reaches seventeen (17) years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Person in parental relation shall mean a:[8]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[8]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[1][11]

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[2]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[2][5][14][15][16][17][18][19][20]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[3][4][21]

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[2][22]

3. Students attending college who are also enrolled part-time in district schools.[23]

4. Students attending a home education program or private tutoring in accordance with law.[2][18][24][25][26][27]

5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[2]

6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[4]

7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[4][15]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]

2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[3]

3. Quarantine.

4. Family emergency - a person in parental relation needs to contact the school.

5. Recovery from an accident.

6. Required court attendance.

7. Death in the family.

8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][3]

9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[3]

    a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.

    b. The student shall furnish the signed excuse to the district prior to being excused from school.

10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]

11. Non School-sponsored educational tours or trips, if the following conditions are met:[3][29]

    a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame.

    b. The student's participation has been approved by the Superintendent or designee.

    c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.

12. College or postsecondary institution visit, with prior approval.

13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.[3][6][30][31]

The district may limit the number and duration of nonschool-sponsored educational tours or trips for which excused absences may be granted to a student during the school year.

Temporary Excusals –

The following students may be temporarily excused from the requirements of attendance at district schools:

Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[2][14][18]

1. Students participating in a religious instruction program, if the following conditions are met:[28][32]

    a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

    b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

    c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

2. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[21]

Parental Notice of Absence –

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within five (5) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[8]

Parental Notification –

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[33]

The notice shall:[33]

1. Be in the mode and language of communication preferred by the person in parental relation;

2. Include a description of the consequences if the student becomes habitually truant; and

3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[33]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[33]

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[33]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[33]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[33]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[33]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[34]

1. Shall refer the student to:
    a. A school-based or community-based attendance improvement program; or
    b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[34]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[34]

1. Refer the student to a school-based or community-based attendance improvement program; or

2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[34]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[34]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[35]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[35]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][37][38]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][38]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[33]

Legal

1. 22 PA Code 11.41

2. 24 P.S. 1327

3. 24 P.S. 1329

4. 24 P.S. 1330

5. 22 PA Code 11.23
6. 22 PA Code 11.25
7. 22 PA Code 12.1
8. 24 P.S. 1326
9. 22 PA Code 11.13
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 113
17. Pol. 115
18. Pol. 116
19. Pol. 117
20. Pol. 118
21. 22 PA Code 11.34
22. 22 PA Code 11.32
23. 22 PA Code 11.5
24. 24 P.S. 1327.1
25. 22 PA Code 11.31
26. 22 PA Code 11.31a
27. Pol. 137
28. 22 PA Code 11.21
29. 22 PA Code 11.26
30. Pol. 251
31. Pol. 255
32. 24 P.S. 1546
33. 24 P.S. 1333
34. 24 P.S. 1333.1
35. 24 P.S. 1333.2
36. Pol. 103.1
37. Pol. 113.3
38. Pol. 114
24 P.S. 1333.3
22 PA Code 11.24
22 PA Code 11.8

SCHOOL VISITORS POLICY **Policy #1333.1**
Adopted: 5/19/2008

Purpose The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure safety and order in the schools, it is necessary for the Board to establish policy-governing school visits.

Definition Visitors are defined as individuals who have been invited to the school or have obtained prior approval to participate in or view a school or classroom activity during normal school-operating hours. School visitors are not permitted to supervise students.

Delegation of Responsibility The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines.

Guidelines After the start of the school day, visitors to the school shall use only one (1) entrance. All other entrances shall be locked.

Upon arrival at the school, visitors must register at the office where they will be required to sign in and receive a visitor's badge.

Staff members shall be expected to require that a visitor has registered at the school office and received authorization to participate in or view a school-wide or classroom activity.

All visitors must sign out prior to leaving the building.

At the building principal's discretion, alternate school visitor procedures can be utilized, **including requiring the appropriate clearances**, to ensure safety and order.

Policy # 231

Title: Social Events and Class Trips

Code 231

Status Active
Adopted June 20, 2022

Purpose

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

Authority

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.[1]

Class trips and social events that take place outside of a twenty-five (25) mile radius of the school building require approval by the Board.[2]

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.[3]

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for Board policies, administrative regulations or school rules.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations governing the conduct of student social events and class trips.

Legal

1. 24 P.S. 511

2. 24 P.S. 517

3. 24 P.S. 510

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Policy #236

Title: Student Assistance Program

Code 236

Status Active

Adopted June 20, 2022

Purpose

The Board is committed to assisting all students to achieve to their fullest potential.

Definition

Student Assistance Program (SAP) - 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/guardian and student with information so they may access services within the community.[1]

Authority

The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.[2][3]

Delegation of Responsibility

The Superintendent or designee shall develop, implement, maintain and monitor a Student Assistance Program (SAP) that complies with state regulations.

Guidelines

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student’s learning and/or academic achievement.

2. Determining whether or not the identified problem lies within the responsibility of the school.

3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.

4. Making recommendations to assist the student and the parent/guardian.

5. Providing information on community resources and options to deal with the problem.

6. Establishing links with resources to help resolve the problem.

7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.

8. Providing a plan for in-school support services for the student during and after treatment.

Legal

1. 22 PA Code 12.16

2. 24 P.S. 1547

3. 22 PA Code 12.42

22 PA Code 12.41

42 Pa. C.S.A. 8337

20 U.S.C. 1232g

34 CFR Part 99

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Policy #218

Title: Student Discipline

Code 218

Status Active
Adopted June 20, 2022

Purpose

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.[1][2][3][4][5]

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[2][3][4][5][6][7]

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.[8]

Any student disciplined by a district employee shall have the right to notice of the infraction.[9]

Suspensions and expulsions shall be carried out in accordance with Board policy.[9]

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.[5][10][11][12][13][14]

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.[15][16]

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 ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.[2][7]

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.[17][18]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[17]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[8]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, 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.[19][20][21]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents 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.[14][19][20][22][23][24]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an 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.[14][20][25]

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.[14][19][26][27][28][29]

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

Legal

1. 24 P.S. 510

2. 22 PA Code 12.3

3. 22 PA Code 12.4

4. Pol. 103

5. Pol. 103.1

6. 22 PA Code 12.2

7. Pol. 235

8. 22 PA Code 12.5

9. Pol. 233

10. 22 PA Code 10.23

11. 20 U.S.C. 1400 et seq

12. Pol. 113.1

13. Pol. 113.2

14. Pol. 805.1

15. Pol. 122

16. Pol. 123

17. 24 P.S. 1317

18. 24 P.S. 1318

19. 24 P.S. 1303-A

20. 22 PA Code 10.2

21. 35 P.S. 780-102

22. 24 P.S. 1302.1-A

23. 22 PA Code 10.21

24. 22 PA Code 10.22

25. 22 PA Code 10.25

26. Pol. 218.1

27. Pol. 218.2

28. Pol. 222

29. Pol. 227

22 PA Code 12.1 et seq

22 PA Code 403.1

20 U.S.C. 7114

34 CFR Part 300

Pol. 805

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Book Policy Manual
Section 200 Pupils

Title: Student Rights and Responsibilities

Code 235

Status Active
Adopted June 20, 2022

Purpose

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

Authority

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.[1][2][3][4][5][6]

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.[4][7][8][9][10][11]

It shall be the responsibility of the student to:[7]

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.[10]

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.[12]

4. Assist the school staff in operating a safe school.

5. Comply with federal, state and local laws.

6. Exercise proper care when using district facilities, school supplies and equipment.[13]

7. Attend school daily and be on time to all classes and other school functions.[9]

8. Make up work when absent from school.

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

10. Report accurately in student media.[11]

11. Not use obscene language in student media or on school property.[11]

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.[10][14]

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.[4][10]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

Legal

1. 24 P.S. 510

2. 22 PA Code 4.4

3. 22 PA Code 12.1

4. 22 PA Code 12.3

5. 22 PA Code 12.4

6. 22 PA Code 12.9

7. 22 PA Code 12.2

8. Pol. 130

9. Pol. 204

10. Pol. 218

11. Pol. 220

12. Pol. 221

13. Pol. 224

14. Pol. 233

Pol. 103

Pol. 218.1

Pol. 218.2

Pol. 249

Pol. 705

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ACCEPTABLE USE OF INTERNET AND COMPUTER TECHNOLOGY

STUDENT USE OF COMPUTER NETWORK **Policy # 6176**
Adopted: 6/7/2010
Revised: 10/7/2013

Acceptable Use of Internet and Computer Technology

Purpose

Wilson Area School District ("School District") may provide employees, students, and guests ("users") with access to the School District's electronic communication systems and network, which may include Internet access, whether wired or wireless, or by any other means. Guests include, but are not limited to, visitors, substitute teachers, workshop attendees, volunteers, independent contractors, adult education staff, students, and board members.

The Board supports 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.

Users may not use their personal computer or other devices to connect to the School District's internal network, Internet, or other technology resources unless approved by the building principal or his/her designee and/or authorized as part of the School District's services for users.

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 shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to schools within the District.

The District reserves the right to view and monitor all applications provided through the network, including email, to log Internet use by 3. Delegation of Responsibility users, and to monitor file server space utilization by District and outside users. This includes all District owned devices as well as personal devices connected to District network or Internet, when administration has a reasonable suspicion that a violation has occurred.

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, cyber bullying 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.

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; 4. Guidelines include 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.

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:

1. 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.

2 Maintaining and securing a usage log.

1. Monitoring online activities of minors.

Use Of Non-District Internet Access During School Hours, On School Grounds Or At School Functions

The provisions of this policy shall also apply to student and employee use of the Internet and other network access not provided by the District, including personal Internet access through laptops and mobile devices, when such access occurs during school hours, on school grounds, or at school functions.

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:

1. Illegal activity

2. Uploading of School District personal and private information/data, images, and copyrighted material in blog or web page without proper consent

3. Commercial or for-profit purposes

4. Product advertisements or political lobbying

5. Hate mail, discriminatory remarks, and offensive or inflammatory communication

6. Cyber bullying another individual or entity. Including cyber bullying action off-campus and outside school hours when actions are disruptive to the educational process

7. Access or transmit gambling, pools for money or any other betting or games of chance

8. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials

9. Access to obscene or pornographic material or child pornography

10. Access by students and minors to material that is harmful to minors or determined inappropriate for minors in accordance with Board policy

11. Inappropriate language or profanity

12. Transmission of material likely to be offensive or objectionable to recipients
13. Participate in discussion, chat rooms or groups that cover inappropriate and/or objectionable topics or materials

14. Intentional obtaining or modifying of files, passwords, and data belonging to other users

15. Impersonation of another user, anonymity, and pseudonyms

16. Fraudulent copying, communications, or modification of materials in violation of copyright laws

17. Bypass or attempt to bypass Internet filtering software

18. Loading or using of unauthorized games, programs, files, or other Electronic-media

19. Disruption of the work of other users

20. Destruction, modification, abuse, or unauthorized access to network hardware, software, and files

21. Quoting of personal communications in a public forum without the original author's prior consent

22. Intentionally disrupting the network, network accounts, service or equipment of others

23. Altering or attempting to alter files, systems security, or software

24. 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 system 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:

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

4. 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, **loss of privilege to use personal devices on school property**, 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 on to 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/date 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:

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

STUDENT USE OF MEDICATION Policy #210

Book Policy Manual
Section 200 Pupils
Title: Medications
Code 210
Status Active
Adopted June 20, 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 hour**s.**

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.[1][2]

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.[3]

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.[4][5]

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.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[6][7]

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[8][9]

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:[9]

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.[10]

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

210. ATTACHMENT

This sample form was included in the Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care. Do not use this form prior to consultation with your school solicitor.

This sample form was included in the Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care. Do not use this form prior to consultation with your school solicitor.

Medication Administration Consent And

Licensed Prescriber Order

(School District Name)

Student Name: _____ Date/Time: _____

School: _____ Teacher/Grade: _____

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a *Medication Administration Consent* form signed by the student's parent/guardian and a *Medication Order* from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy.

Parent/Guardian Consent:

I give my permission for my child, _____, to receive the following medication by a licensed prescriber during the school day. I understand that the medications will be given by school health personnel according to my child's licensed prescriber's directions.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian name printed: _____ Phone: _____

Licensed Prescriber Medication Order:

Patient's name: _____ Date: _____

Name of medication: _____

Route and dosage: _____

Time of administration: _____

Directions: _____

_____

Discontinuation date: _____

Allergies: _____

Licensed prescriber signature: _____

Licensed prescriber name printed: _____ Phone: _____

Section 200 Pupils **Policy #246**

Title: School Wellness

Code 246

Status Active
Adopted June 20, 2022

Purpose

Wilson Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[1][2]

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum

is compliant with this policy, related policies and established guidelines or administrative regulations.[1][2]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[2]

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[1][2]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health

science, information and technologies emerge; and new federal or state guidance or standards are issued.[2]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[1][2]

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[2][3]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[1]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing

and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[2]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[4][5][6]

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[5][6][7]

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Other School Based Activities

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[8][9][10][11]

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[12][13][14][15]

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; thirty (30) minutes sit down time for lunch.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[8]

Students shall have access to hand washing or sanitizing before meals and snacks.

Nutrition content of school meals shall be available to students and parents/guardians.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[8][9][13][14]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[2][16][17]

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[2][16]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[2][16]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[16]

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[18]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[16]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
    a. Foods and beverages shall not be used as a reward or incentive in district schools.
2. Classroom Parties and Celebrations:
    a. Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
        i. Fresh fruits/vegetables; and
        ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
3. Shared Classroom Snacks:
    a. Shared classroom snacks are not permitted in district schools.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[2][16]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[19]

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[20]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.

2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.

3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

1. 42 U.S.C. 1758b

2. 7 CFR 210.31

3. 7 CFR 210.15

4. 24 P.S. 1513

5. Pol. 102

6. Pol. 105

7. 24 P.S. 1512.1

8. 7 CFR 210.10

9. 7 CFR 220.8

10. 24 P.S. 701

11. 24 P.S. 742

12. Pol. 808

13. 42 U.S.C. 1751 et seq

14. 42 U.S.C. 1773

15. 7 CFR 210.30

16. 7 CFR 210.11

17. 7 CFR 220.12

18. Pol. 229

19. 24 P.S. 504.1

20. Pol. 209.1

24 P.S. 1337.1

24 P.S. 1422

24 P.S. 1422.3

P.L. 111-296

7 CFR Part 210

7 CFR Part 220

Pol. 103

Pol. 103.1

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WILSON AREA
SCHOOL DISTRICT

SECTION: INSTRUCTION
TITLE: SUICIDE AWARENESS PREVENTION AND RESPONSE
ADOPTED: July 20, 2015

SUICIDE AWARENESS, PREVENTION AND RESPONSE

Purpose

The Wilson Area Board of Education is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

Authority

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

Guidelines

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

SUICIDE AWARENESS AND PREVENTION EDUCATION

Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Protocols for Administration of Employee Education

All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades five (5) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, district mental health professionals and school nurses.

Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

METHODS OF PREVENTION

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

Suicide Prevention Coordinators

District-Wide –

A district-wide suicide prevention coordinator shall be designated by the Superintendent. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building Level –

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Risk factors *refer to personal or environmental characteristics that are associated with suicide including, but not limited to:*

- ***Behavioral Health Issues/Disorders:***
  - *Depression.*
  - *Substance abuse or dependence.*
  - *Previous suicide attempts.*
  - *Self injury.*
- ***Personal Characteristics:***
  - *Hopelessness/Low self-esteem.*
  - *Loneliness/Social alienation/isolation/lack of belonging*
  - *Poor problem-solving or coping skills.*
  - *Impulsivity/Risk-taking/recklessness.*

Adverse/Stressful Life Circumstances:

- *Interpersonal difficulties or losses.*
- *Disciplinary or legal problems.*
- *Bullying (victim or perpetrator).*
- *School or work issues.*
- *Physical, sexual or psychological abuse.*
- *Exposure to peer suicide.*

- ***Family Characteristics:***
  - *Family history of suicide or suicidal behavior.*
  - *Family mental health problems.*
  - *Divorce/Death of parent/guardian.*
  - *Parental-Child relationship*

Warning signs *are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:*

- *Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.*
- *Recklessness or risky behavior.*
- *Increased alcohol or drug use.*
- *Withdrawal from friends, family, or society.*
- *Dramatic mood changes.*
- .

Referral Procedures

Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention.

Documentation

The district shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk.

METHODS OF INTERVENTION

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

Procedures for Students at Risk

A district-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists, social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.

Mental health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student's family if the student has been identified as being at increased risk of suicide.

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Special Education Supervisor shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

Documentation

The district shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

A district-employed mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.

The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.

Report Procedures

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.

Suicide Awareness and Prevention Resources

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.

References:

School Code – 24 P.S. Sec. 1526

State Board of Education Regulations – 22 PA Code Sec. 12.12

Board Policy – 103.1, 113, 113.2, 113.3, 114, 117, 146, 204, 207, 216, 236, 248, 249, 333, 805, 806

Book Policy Manual
Section 200 Pupils
Title: Suspension and Expulsion
Code 233
Status Active
Adopted June 20, 2022

Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[1][2][3][4][5]

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[1][6][7]

Guidelines

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[1][7]

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[1][6]

Informal hearings under this provision shall be conducted by the building principal or designee.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[6]

Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.[6]

2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.

3. The student may question any witnesses present at the informal hearing.

4. The student may speak and produce witnesses who may speak at the informal hearing.

5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

The district shall provide for the student's education during the period of in-school suspension.[2]

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing.[1][6][7]

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[1][6][7][8]

The formal hearing shall observe the due process requirements of:[6]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.

2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.

3. The hearing shall be private unless the student or parent/guardian requests a public hearing.

4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.

5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.

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

7. The right to testify and present witnesses on the student's behalf.

8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:

    a. The need for laboratory reports from law enforcement agencies.

    b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).

    c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

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

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1][10]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18); at that time, students under eighteen (18) years of age shall be subject to compulsory school attendance, and even though expelled, shall be provided an education.[1][10][11]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[12][13]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[14]

2. Procedures that ensure due process when a student is being deprived of the right to attend school.

3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[15]

4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.

5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Legal

1. 22 PA Code 12.6

2. 22 PA Code 12.7

3. 22 PA Code 14.143

4. 20 U.S.C. 1400 et seq

5. 34 CFR Part 300

6. 22 PA Code 12.8

7. 24 P.S. 1318

8. 2 Pa. C.S.A. 101 et seq

9. 2 Pa. C.S.A. 101

10. Pol. 204

11. 24 P.S. 1326

12. Pol. 113

13. Pol. 113.1

14. Pol. 218

15. Pol. 216

22 PA Code 12.3

Title: Terroristic Threats
Code 218.2

Status Active
Adopted June 20, 2022

Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[1]

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[1]

Authority

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

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.[2][3][4][5][6][7]

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. 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.[7][8][9]

Guidelines

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.[10]

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terroristic threats 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.[7][8][11][12][13]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat 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.[7][12][14]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.[7][11]

Legal

1. 18 Pa. C.S.A. 2706

2. 20 U.S.C. 1400 et seq

3. 22 PA Code 10.23

4. Pol. 103.1

5. Pol. 113.1

6. Pol. 113.2

7. Pol. 805.1

8. 24 P.S. 1302.1-A

9. Pol. 805

10. 22 PA Code 12.2

11. 24 P.S. 1303-A

12. 22 PA Code 10.2

13. 22 PA Code 10.22

14. 22 PA Code 10.25

34 CFR Part 300

Pol. 233

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Tobacco and Vaping Products Policy #222

Book Policy Manual
Section 200 Pupils
Title: Tobacco and Vaping Products
Code 222
Status Active
Adopted June 20, 2022

Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either:

    a. Tobacco, whether in its natural or synthetic form; or

    b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product do**es not include the following:[1][2]**

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic

purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[3]

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*[4]

Authority

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[1][2][5]

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.[3]

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[4]

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website and in the Student Conduct Policy.[2]

Reporting

Parental Report –

Office for Safe Schools Report -

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.[8][9]

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, 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 school police, School Resource Officer (SRO) or 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.[1][2][6][8][9][10][11]

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.[2]

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.[12]

Students with Disabilities

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.[8][13][14][15][16][17]

Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 210
4. Pol. 227
5. 20 U.S.C. 7973
6. 22 PA Code 10.2
7. 22 PA Code 10.25
8. Pol. 805.1
9. 24 P.S. 1303-A
10. 22 PA Code 10.22

11. 24 P.S. 1302.1-A

12. Pol. 218

13. 20 U.S.C. 1400 et seq

14. 22 PA Code 10.23

15. Pol. 103.1

16. Pol. 113.1

17. Pol. 113.2

24 P.S. 510

20 U.S.C. 7114

20 U.S.C. 7118

20 U.S.C. 7971 et seq

34 CFR Part 300

Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

TOBACCO USE PROHIBITION POLICY Policy # 5131.1

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, including electronic or vapor cigarettes, 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.

For the purpose of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco, and electronic or vapor cigarettes.

Wilson Area School District students are prohibited from possessing or using tobacco, tobacco products, and electronic or vapor cigarettes 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.

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.

VOLUNTEERS, VOLUNTEER COACHES, AND CHAPERONES Policy # 1333

Revised: 11/19/2018

Purpose

The Wilson Area School District encourages the involvement of volunteers in all facets of the school community. The District recognizes the benefit to students when volunteers give their time and skills in both the academic and extracurricular activities of the school. Volunteers act as classroom tutors, library aides, monitors, and coaches. It is also the responsibility of the District to assure a positive and safe environment for students.

Guidelines

Volunteers

Volunteers shall agree to abide by all Board policies and adhere to the directives provided by the building administration while on duty as a volunteer.

If at any time a volunteer's actions or presence interferes with the functioning of an individual child, a classroom, or a school as a whole, the administration reserves the right to reassign or remove the volunteer from the school setting.

Volunteers at District or school sponsored activities during normal school hours, when there is contact with students, must obtain the appropriate clearances as required by law, including but not limited to Act 151 (Child Abuse), Act 34 (State Police Criminal), and Act 114 (FBI Criminal) clearances, and present them to the appropriate building principal. Per Act 153 of 2014, all school volunteers having direct contact with children must obtain new clearances every five years. All individuals, seeking to serve as a volunteer for the first time, must obtain all clearances. Active volunteers who have continuously resided in Pennsylvania for ten (10) years and affirm in writing (by completing the W.A.S.D. Volunteer Certification Form) that he or she has never been convicted of a disqualifying crime in Pennsylvania, or the corresponding under the laws of any other jurisdiction, they need only renew the Act 151-Child Abuse Clearance and the Act 34-State Police Criminal Clearance. The cost of obtaining these clearances must be initially borne by the volunteer. However, the District will reimburse those volunteers who are in the schools a minimum of six times. Building principals will submit reimbursements to the Business Office at mid-year and at year's end.

Volunteer Coaches

Adults who wish to volunteer their time and expertise to assist paid coaches in the District may make an application to the High School Principal and/or Athletic Director. Such application must include the appropriate clearances as required by law, including but not limited to Act 151 (Child Abuse), Act 34 (State Police Criminal), and Act 114 (FBI Criminal) clearances. Per Act 153 of 2014, all school volunteers having direct contact with children must obtain new clearances every five years. All individuals, seeking to serve as a volunteer coach for the first time, must obtain all clearances. Active volunteer coaches who have continuously resided in Pennsylvania for ten (10) years and affirm in writing (by completing the W.A.S.D. Volunteer Certification Form) that he or she has never been convicted of a disqualifying crime in Pennsylvania, or the corresponding under the laws of any other jurisdiction, they need only renew the Act 151-Child Abuse Clearance and the Act 34-State Police Criminal Clearance.

The cost of the clearances is to be borne initially by the volunteer coach. The District will reimburse a volunteer coach at successful completion of their season.

The Board of School Directors will approve volunteer coaches who have administrative recommendation at a regular Board Meeting. Volunteer coaches, once appointed, serve at the will of the Head Coach, and may be released if their services are no longer needed.

Chaperones

Any adult who is not a District employee must obtain the appropriate clearances as require by law, including but not limited to Act 151 (Child Abuse), Act 34 (State Police Criminal), and Act 114 (FBI Criminal) clearances, before accompanying any student group on a field trip. The trip chaperones must submit their original clearances to the building principal, who will verify and approve submission. Per Act 153 of 2014, all school chaperones having direct contact with children must obtain new clearances every five years. All individuals, seeking to serve as a chaperone for the first time, must obtain all clearances. The expense of obtaining these clearances will be borne by the individual, not by the District. There will be no reimbursement for clearances for trip chaperones.

For overnight accommodations, trip chaperones and volunteers will be assigned student groups according to gender – males will supervise male students, and females will supervise female students. This policy is effective upon the date of adoption or revision. The Superintendent will develop procedures for notice and implementation of this policy.

WILSON AREA SCHOOL DISTRICT VOLUNTEER CERTIFICATION FORM

☐ **By checking this box, I certify that I have been a Pennsylvania resident for the previous ten (10) years.**

☐ **By checking this box, I certify that I am not disqualified from service, pursuant to 23 Pa. Cons. Stat. § 6344o (prohibited offenses are listed below), nor have I been convicted of any offense of a similar nature elsewhere.**

Certification: I hereby verify that the statements made herein are true and correct to the best of my knowledge, information and belief. I understand that false statements herein are made subject to the penalties of perjury, pursuant to 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

PROHIBITED OFFENSES

In no case shall an administrator hire an applicant where any one or more of the following applies:

(1) The applicant is named in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

(2) The applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 of the Pennsylvania Consolidated Statutes or an equivalent crime under Federal law or the law of another state:

Chapter 25 (relating to criminal homicide).

- Section 2702 (relating to aggravated assault).
- Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse).
- Section 3124.1 (relating to sexual assault).
- Section 3124.2 (relating to institutional sexual assault).
- Section 3125 (relating to aggravated indecent assault).
- Section 3126 (relating to indecent assault).
- Section 3127 (relating to indecent exposure).
- Section 3129 (relating to sexual intercourse with animals).
- Section 4302 (relating to incest).
- Section 4303 (relating to concealing death of a child).
- Section 4304 (relating to endangering welfare of children).
- Section 4305 (relating to dealing in infant children).
- A felony offense under section 5902(b) (relating to prostitution and related offenses).
- Section 5903 (c) or (d) (relating to obscene and other sexual materials and performances).
- Section 6301 (a)(1) (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).
- Section 6318 (relating to unlawful contact with minors).
- Section 6319 (relating to solicitation of minors to traffic drugs).
- Section 6320 (relating to sexual exploitation of children).
- The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

(3) Within the five-year period immediately preceding verification, the applicant has been convicted of an offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act.

NAME (PRINTED):_____

SIGNATURE:_____

DATE:_____

WILSON AREA SCHOOL DISTRICT
TITLE IX DIRECTOR AND POLICY

The District Business Manager was appointed to be the Title IX Officer and Director of Equal Rights and Opportunities for the Wilson Area School District.

The District will comply with Federal Laws (including Title IX of Educational Amendments of 1972). State laws and State Department of Education regulations concerning equal rights and opportunities and to assure these within the Wilson Area 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 non-relevant handicaps and disabilities as defined by law.

The Wilson Area School District's commitment to non-discrimination extends to students, employees, prospective employees and the community.

PUBLIC NOTICE

The Wilson Area School District does not discriminate against students with disabilities in any programs or services. The programs and services, including Title I and nursing services, offered to private school students will be made accessible to mobility impaired students. If the facility proves to be inaccessible to students with mobility impairments, the District would change the location of the program to an accessible facility or bring the program or service to the student. If you have any questions regarding the location of these programs or services, you may contact Ms. Stephanie Arnold, Business Manager, 484-373-6000, 2040 Washington Boulevard, Easton, PA 18042-3854.