WAHS STUDENT HANDBOOK
2026-2027

SCHOOL-PARENT CONTRACT

In an effort to increase cooperative effort among the school, parents/guardians, and community, our district has developed a School-Parental Contract outlining the manner in which parents/guardians, and school staff share responsibility for improved student achievement in meeting academic standards. The school's responsibility defined in the contract is to provide a high-quality curriculum and a supportive and effective learning environment that will enable students to meet the district's academic standards. Parents/guardians suggested responsibilities for supporting their children's learning include monitoring attendance, homework completion, and television. Additionally, the contract emphasizes the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents/guardians, and reasonable access to staff. For your convenience, listed below are district and parent expectations that we feel must be present to ensure the academic success of your child.

The District's Promise

- Provide a safe and healthy school environment.
- Provide a classroom environment that represents a genuine culture for learning.
- Provide access to appropriate tools of learning.
- Create conditions for students to become active, responsible, participants in the learning environment.
- Encourage students to become self-directed, lifelong learners, and productive citizens.
- Develop in each student the character traits necessary for success in school and in life.
- Be a positive role model for each student.
- Maintain high expectations for each student.
- Closely monitor academic progress through instruction and assessment.
- Provide a well-balanced curriculum that meets the academic needs of all students.
- Encourage students to become educated users of advanced technology.
- Communicate expectations for student behavior and apply appropriate consequences.
- Communicate with parents through various media

The Parent's Suggested Responsibilities

- Develop in your children the character traits necessary for success in school and in life such as good manners, self-respect for others, personal responsibility for words and actions, and kindness.
- Be a positive role model for your child.
- Maintain high expectations for your child.
- Make sure your child arrives at school on time, well rested, appropriately dressed, well fed, and ready to learn every day.
- Demonstrate that learning is important (read with your child, watch educational programs on television, visit places of educational interest.)
- Read to, or listen to your child read daily.
- Provide a time and place with supplies for quiet study and encourage good study habits.
- Limit the amount of time and content of your student's television viewing.
- Monitor your student's computer time and Internet access.
- Limit extra-curricular activities to ensure your child has enough time and energy to complete homework assignments.
- Encourage your child to use his or her assignment book and inspect it daily.
- Help with homework, but do not do it for them. Review homework and projects as needed for timely completion.
- Define and follow through with consequences for poor academics (extra study time, parent directed homework time.)
- Define and follow through with consequences for misbehavior (loss of privileges.
- Encourage your child to become connected to the school by joining school clubs or other activities the school offers.
- Seek help from teachers, counselors, and administrators if your child is having difficulties.
- Attend as many school functions as possible.

The Wilson Area School District's power is students, staff, administration, and parents working together to meet educational goals that will produce individuals that are prepared to compete in today's world. We believe that with a strong partnership between the schools and home every child will achieve.

HIGHLY QUALIFIED TEACHERS

The Wilson Area School District strives to ensure that all core content teachers employed by the District are highly qualified as defined by the Federal "No Child Left Behind" Legislation. Parents may request information regarding the professional qualifications of their child's teacher(s) and of paraprofessionals who provide instructional services to their children. Any request should be given in writing to the building principal of the child's school.

MISSION STATEMENT

Enter to learn.....The Wilson Area School District will provide safe environments and a variety of learning experiences that embrace diversity and allow all students to achieve to their fullest potential as responsible and productive citizens, who become life-long learners. The District and community will work in partnership to prepare our students for tomorrow's challenges so that they may.....*Go forth to serve.*

REPORTING TO SCHOOL

Students are to report to school from 7:30 - 7:35 a.m. Students are permitted at their lockers from 7:30-7:39 a.m. and must report to 1st Block by 7:40 a.m. Students reporting between 7:40-8:05 a.m. will be considered late to class and will receive a 25-minute detention. Students reporting after 8:05 a.m. will be considered late to school and will receive a 45-minute detention. The only acceptable excuses for lateness are those written and signed by a parent for reasons such as illness or a doctor/dentist appointment. We will only accept 4 parent excuses for lateness per marking period. The assistant principal will decide on any questionable excuses.

**For students who are late, we will track per marking period. Students who are late 1-5 times would receive a 25 minute detention. 6-10 times, 45 minute detention. Over 10 times, 45 minute detention and they would forfeit their study hall scan out privileges for the rest of the marking period. Detention will be held in the cafeteria.

CHILD ABSENCES

High school parents are asked to call the school on the morning of a child's absence. Please call the main office at 484-373-6030 or call the attendance line by 8:00 a.m. on the day of the child's absence, at 484-373-6037. After the message, identify yourself and tell us your child's name, grade, and reason for absence.

If a parent or guardian does not call their child off of school, the parent will receive a call at home or work to confirm the student's absence from school. The district requires a parent to contact the school when a student is absent from school. Parents can contact the school by phone, by email at **attendancehighschool@wilsonareasd.org**, or provide a written excuse.

Students missing 2 or 3 instructional block periods will be charged with a half-day absence. Students missing 4 block periods will be charged as a full day absence. Failure to provide an appropriate acceptable reason will result in designation as unexcused.

WILSON AREA SCHOOL DISTRICT ATTENDANCE POLICY

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

Excused Absences

Excused absences are administrative authorized absences from school and granted for the following reasons:

1. Personal illness
2. Death in the immediate family
3. Major religious holidays
4. Emergencies - parents should contact the school as soon as possible.
5. Educational Family Trip – Excused absences may be granted by the building principal, not to exceed five (5) days in the school year, for educational family trips. At the discretion of the Superintendent, up to ten (10) additional days in the school year may be granted by the Superintendent, with prior approval. Consecutive days beyond fifteen (15) total days will require that the student be withdrawn from the District.

*Students can only have up to four parent-excused tardies per marking period

Permission to be absent for an educational trip will be granted only under the following conditions:

1. The parent or guardian must complete a "Request for Excused Absence" form available in each school office, prior to the trip.
2. Approval for excused absences, not to exceed a total of five (5) days for the school year, will be at the discretion of the building principal and granted to students who do not have attendance issues.
3. Consideration will be given to the student's attendance record and academic progress.
4. Requests for additional days, not to exceed ten (10) days for the school year, must be submitted to the Superintendent in writing, prior to the trip.
5. Absences for educational family trips, which have not received prior approval, will be deemed unexcused.

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

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

Unexcused Absences
Absences other than for the reasons already explained will be considered to be unexcused. When a student is charged with an unexcused absence, parents are liable to legal action under the laws of the State of Pennsylvania. Examples of unlawful absences include: cutting classes, skipping school, missing a bus, illegal employment and any other excuse that is not acceptable according to the School Code. Failure to provide a doctor's excuse, when required, will also be considered to be unexcused.

School time missed, due to chronic tardiness to school without a written legal excuse, may be accumulated and converted to an equivalent number of days of unexcused absence. When an absence is determined as unexcused, the parents or guardian will be notified electronically, by phone or by letter after each of the first two offenses. The District will notify parents or guardians in writing within ten (10) school days of the student's third unexcused absence that the child has been truant.

When a student has reached six (6) days of unexcused absences the District will notify parents or guardians in writing within ten (10) school days of the student's six (6) unexcused absences that the student is habitually truant. The student will also be required to participate in an attendance improvement conference. This conference is defined, under law, as a conference where the child's absences and reason for absences are examined in an effort to improve attendance. The following individuals will also be invited to the conference:

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

The District is required to make meaningful attempts to encourage parent participation in attendance improvement conferences by advance written notice and attempts to communicate via telephone. The District will hold the conference even if the parent and/or the student declines to participate or fails to attend. A written attendance improvement plan will be developed during the conference. Any further offenses after the attendance improvement conference could result in legal action against the parent or guardian. Students may not receive credit for assignments/tests that were made up due to an unexcused absence.

**The school will accept up to four parent tardy notes per quarter.

Returning to School Following an Absence
When a student is absent for three or more consecutive days, a doctor's excuse may be required when the student returns to school. Doctors' excuses may be required for all absences if a student is excessively absent from school. Excessive absenteeism shall constitute absences exceeding ten (10) days for the school year. Doctor's excuses and requests for an excused absence shall not be counted toward the days specified above. Parents will be notified when doctor's excuses are required.

Participation in School Related Activities
Students who are absent from school will not be permitted to attend or participate in school-sponsored activities held the day or evening of the absence. This would include field trips, dances, concerts, plays, sporting events, etc. The only exception is absence due to approved trip/activity involvement as a representative of the school (student field trips, conferences, etc.) or planned pre-approved college trips that cannot be otherwise scheduled. The District will approve up to three (3) days per year for college trips for Juniors and Seniors. Any additional college visits will be counted as unexcused absences. Attendance on Friday is required for school-related activities scheduled on Saturday or Sunday, unless otherwise pre-approved by the principal. A student must be in attendance a full day on the day of activity, or on Friday for a Saturday activity, **and may not report later than 8:00 a.m**. to be eligible to participate. Students with a first block study hall that are eligible for study hall release privilege are expected to report on time for block 2 and **will be ineligible for school activities if they arrive after 9:10.** Students must have prior administrative approval for all appointments in order to maintain eligibility. A student sent home due to illness is not permitted to participate that day.

Credit Denial Policy

1. Purpose	The Wilson Area School District expects all students to attend school on a regular basis and all parents to abide by state and local regulations regarding attendance. Absenteeism and tardiness interrupt the student's educational program and interfere with academic success. The School District encourages cooperation and communication among parents, teachers, and administrators in upholding the laws regarding attendance, enforcing District policy, and providing the maximum benefits of education to our students.
2. Authority SC 1327	The Pennsylvania compulsory attendance requirement is found in Section 1327 of the Public School Code. Attendance becomes part of the permanent record and is referenced in recommendations.
3. Regulations	Students that acquire ten (10) unexcused absences as defined by WASD Attendance Policy 5113 for a year-long course will lose the credit value for the course(s) in question. This policy applies to all courses, including those provided by the Career Institute of Technology, Bethlehem Vo-Tech or other approved vocational technical or college programs. The grades issued in the course(s) will appear on the student's transcript but credit toward promotion/graduation will be forfeited. In cases where the district pays additional cost stipends for student participation, the student will be removed from the program upon validation of credit denial. Credit may be denied for absences from school as well as absences from a class when those combined class absences exceed the specified limits for the length of course.
4. Notification	<u>STEP 1:</u> When an absence is determined as unexcused, the parents/guardians will be notified electronically, by phone, or by letter after each of the first two offenses. <u>STEP 2:</u> The District will notify parents/guardians in writing within ten (10) days of the student's third unexcused absence. <u>STEP 3:</u> When a student has reached six (6) days of unexcused absences, the District will notify the parents/ guardians in writing within ten (10) school days. <u>STEP 4:</u> Upon acquiring ten (10) unexcused absences in any given period, a certified letter will be sent to the parents/guardians indicating the student will not be granted credit for the course(s) on his/her schedule. Upon receipt of this letter, the parents/guardians have ten (10) days to notify the school in writing that they would like to schedule an appeal hearing.
5. Attendance Policy	<u>Excused Absences:</u> Excused absences are granted for the following reasons: 1. Personal illness (covered by a written parental excuse) 2. Death in the immediate family 3. Major religious holiday 4. Emergencies—parents should contact the school as soon as possible 5. Educational family trip—excused absence will be granted up to five (5) days for educational family trips. Any days beyond five (5) days will be considered unexcused. <u>Unexcused Absences:</u> Absences other than for the reasons already explained will be considered to be unexcused. Examples of unlawful absences include: cutting

	class, skipping school, missing a bus, illegal employment and any other excuse that is not acceptable according to the School Code. Failure to provide a doctor's excuse, when required, will also be considered to be unexcused. Doctors' excuses may be required for all absences if a student is excessively absent from school. Excessive absenteeism shall constitute absences exceeding ten (10) days for the school year. When a student is absent for three or more consecutive days, a doctor's excuse may be required when the student returns to school. It is possible that in the calculation and identification of excessive absences resulting in credit denial, an error could be made or extenuating circumstances would need to be considered. Upon notification of credit denial, the parents/guardians have ten (10) days to notify the school in writing that they request an appeal hearing. The hearing will include the student and parent/guardian, two building administrators, and the student's counselor.
6. Appeal Procedure	An appeal decision may result in one of the following: 1. Identification of an error in calculation and reinstatement of credit potential. 2. Recognition of extenuating circumstances (confining illness, serious unavoidable incident, etc.) and reinstatement of credit potential. 3. Probationary reinstatement of credit potential with behavior, grade, and attendance stipulations. 4. Credit denial with reacquisition possible via summer school completion. 5. Affirmation of loss of credit. Should the student and/or parent not agree with the results of the hearing, a final appeal can be made in writing to the superintendent.

Bell Schedule
7:00 – 7:30 Cafeteria; 7:30 Report to 1st Block

Block Schedule	Odd or Even Day	Times
Block 1	Period 1 or 2	7:40 - 9:05
Block 2	Period 3 or 4	9:10 – 10:35
Block 3	Period 5 or 6	10:40 – 12:35
Lunch A		10:35 – 11:05
Lunch B		11:20 – 11:50
Lunch C		12:05 – 12:35
Block 4	Period 7 or 8	12:40 – 2:05
Student Dismissal		2:05

CIT Schedule

AM CIT Students	PM CIT Students
Bus leaves WAHS at 7:25 a.m.	Bus leaves WAHS at 10:40 a.m.
Students eat lunch at CIT	Students eat lunch at CIT
Bus returns to WAHS at 11:05 a.m.	Bus returns to WAHS at 2:35 p.m.

Two Hour Delay Schedule
9:00 – 9:30 Cafeteria; 9:30 Report to 1st Block

Block Schedule	Odd or Even Day	Times
Block 1	Period 1 or 2	9:40 - 10:15
Block 2	Period 3 or 4	10:20 – 10:55
Block 3	Period 5 or 6	11:00 – 12:35
Lunch A		10:55 – 11:25
Lunch B		11:30 – 12:00
Lunch C		12:05 – 12:35
Block 4	Period 7 or 8	12:40 – 2:05
Student Dismissal		2:05

CIT Schedule - Two Hour delay

AM CIT Students	PM CIT Students
Bus leaves WAHS at 9:25 a.m.	Bus leaves WAHS at 10:40 a.m.
Students eat lunch at CIT	Students eat lunch at CIT
Bus returns to WAHS at 11:25 a.m.	Bus returns to WAHS at 2:35 p.m.

AM Assembly Schedule
7:00 – 7:30 Cafeteria; 7:30 Report to 1st Block, after the pledge will report to the assembly. Assembly: 7:45 – 8:35

Block Schedule	Odd or Even Day	Times
Block 1	Period 1 or 2	8:40 - 9:35
Block 2	Period 3 or 4	9:40 – 10:35
Block 3	Period 5 or 6	10:40 – 12:35
Lunch A		10:35 – 11:05
Lunch B		11:20 – 11:50
Lunch C		12:05 – 12:35
Block 4	Period 7 or 8	12:40 – 2:05
Student Dismissal		2:05

CIT Schedule – AM Assembly

AM CIT Students	PM CIT Students
Bus leaves WAHS at 7:25 or 8:40 as announced	Bus leaves WAHS at 10:40 a.m.
Students eat lunch at CIT	Students eat lunch at CIT
Bus returns to WAHS at 11:05 a.m.	Bus returns to WAHS at 2:35 p.m.

PM Assembly Schedule
7:00 – 7:30 Cafeteria; 7:30 Report to 1st Block

Block Schedule	Odd or Even Day	Times
Block 1	Period 1 or 2	7:40 - 9:05
Block 2	Period 3 or 4	9:10 – 10:35
Block 3	Period 5 or 6	10:40 – 12:15
Lunch A		10:35 – 11:05
Lunch B		11:10 – 11:40
Lunch C		11:45 – 12:15
Block 4	Period 7 or 8	12:20 – 1:05
Assembly		1:10 – 2:05
Student Dismissal		2:05

CIT Schedule – PM Assembly

AM CIT Students	PM CIT Students
Bus leaves WAHS at 7:25 or 8:40 as announced	Bus leaves WAHS at 10:40 a.m.
Students eat lunch at CIT	Students eat lunch at CIT
Bus returns to WAHS at 11:05 a.m.	Bus returns to WAHS at 1:10 or 2:35 p.m. as announced

SNOW DELAYS AND SCHOOL CANCELLATIONS

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

Time	Odd Day	Even Day
8:45 - 9:25	Period 1	Period 2
9:30 - 10:10	Period 3	Period 4
10:15 - 10:55	Period 5	Period 6
11:00 - 11:40	Period 7	Period 8
11:45 - 12:15	Teacher Office Hours / Student Support	Teacher Office Hours / Student Support

*Teachers will be available to students and parents from 8:45 a.m. – 2:45 p.m. via email or Google Classroom.

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 excused 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.

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 be available throughout the day and will continue to work with students, parents, and staff 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.

EARLY DISMISSAL PROCEDURE

In no case is a pupil to leave school during the day without permission from a high school administrator. If such permission is necessary, the pupil must bring to the high school office before 7:40 a.m. a written request from home, stating the exact time at which he/she is to be dismissed and the reason for leaving school early. Students excused from school for medical appointments are expected to have a medical appointment form completed at the doctor's office and return it to school. Failure to validate attendance at the appointment will result in the determination as an unexcused absence. Students completing appointments are expected to return to school for the completion of the academic day if one or more instructional periods remain. Release for appointments is not a "Day Off." Requests for early dismissal for haircuts or hairdresser appointments, car appointments, baby-sitting, gown fittings, etc. will NOT be granted. A student will not be permitted to drive another student to appointments.

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. Students can lose their riding privileges from three (3) days up to a full year depending upon the severity of the infraction. It is the responsibility of the student to be aware of these rules and regulations.

Only students who normally ride the bus will be permitted to board, unless a note has been received and signed by the principal or the assistant principal granting permission.

The school district has initiated a form entitled School Bus Incident Report to Parents, informing them by mail, of a disciplinary action taken involving their child. The particular incident could have jeopardized the safety and well-being of all students on the bus.

The infractions listed are:

A. Improper Boarding/Departing Procedures
B. Bringing Articles Aboard Bus of Injurious or Objectionable Nature
C. Failure to Remain Seated
D. Refusing to Obey Driver
E. Fighting/Pushing/Tripping
F. Hanging Out of Window
G. Throwing Objects in or Out of Bus
H. Lighting Matches/Smoking on Bus
I. Spitting/Littering
J. Unnecessary Noise
K. Tampering with Bus Equipment
L. Rude, Discourteous and Annoying Conduct
M. Destruction of Property
N. Other Behavior Relating to Safety, Well Being and Respect for Others

A space for listing the specific details is provided on the form. The above incidents are not to be tolerated by school bus drivers and the following procedures will be taken as punitive action when any of the infractions occur:

1. A verbal warning to student/written to parent
2. Loss of riding privileges for three days
3. Loss of riding privileges for one week to two weeks as severity demands
4. Loss of riding privileges for the remainder of the year

These are to be regarded as guidelines to follow in most instances and can be altered. If the incident is of a severe nature, immediate steps may be taken to deal with the situation. Bus drivers have the freedom to assign seats as they deem necessary. Incidents determined to require additional action may result in disciplinary actions beyond bus suspension.

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[2]

DRIVING REGULATIONS (not-applicable for 2026-2027 school year)
Students are only permitted to park in the designated student parking lot. The student lot is the large parking lot with the entrance on Washington Boulevard.
Students' cars must have a valid student parking sticker issued at the high school office at a cost of $2.00 each. Each car must have a separate sticker. Inappropriate use of car registration will result in revoking of student parking privileges and invalidation of that sticker.

Students must register cars in the first week of school or at any point that a new or different car is obtained. **Incoming seniors will be given the opportunity to register prior to the start of the school year.** After the first week of school any car found parked in the student parking lot without a valid permit will be referred to police.

Any infraction of rules while on the lot or operation of the vehicle in a dangerous or disorderly fashion will result in loss of the permit for the year. Permits will be issued to reflect the number of spots available in the student lots. Seniors will be given first priority. The lot on the corner of Warrior Lane and Washington Boulevard must be vacated by 3:00 p.m. in the fall and spring.

A student who wishes to have a parking permit and park in the school lot during regular business hours agrees to permit a search of the vehicle if school officials determine that reasonable suspicion exists. Students assume responsibility for vehicles parked in the student parking lot. The school is not responsible for any damage done to a vehicle while parked in the lot.

GUIDANCE OFFICE REGULATIONS
Students are not admitted to the guidance office without a "Guidance Office" pass, except in an emergency. Passes are to be obtained before school in the guidance office.

Students may only schedule appointments during their normal study hall period. Anyone reporting to guidance during a study hall must first report to the assigned study hall for attendance before reporting to the guidance office.

Students may obtain passes to meet with a counselor, use the computer or college room.

MEDICAL ROOM REGULATIONS
The medical room is located near the main lobby. Students are not admitted to the medical room without a pass issued by a teacher, except in an emergency. Students are to report directly to the nurse upon receiving their pass.

Students may receive required physical examinations, sport physicals, driver's permit physicals, and working paper physicals by the school physician at no expense to the student. No physical examinations will be given without written permission from a parent or guardian.

When the physical examination is to be done by the school physicians, arrangements should be made through the school nurse. The physicals are done in the medical room. Parents are requested to complete emergency and medical information on their child prior to the first day of school. These forms can be accessed on Skyward. This will provide our nursing staff with medical information, permission to administer standing order medications such as Tylenol, Midol and Tums as well as updated emergency contact information for their child. If a student becomes ill, a parent or parent designated adult must be notified before the student is sent home from school. **Students are not to call parents without first reporting to the school nurse for evaluation. Students are not permitted to call or text parents by cell phone to be released from school for medical reasons. The school nurse will make parental contact.**

STUDENT MEDICATION POLICY
The Board of Directors prefers that prescription and non-prescription medicines needed by students be administered at home under the supervision of their parent/guardian and physician whenever possible. However, the School District recognizes that some students need medication during the school day. Therefore, the District will permit the administration of prescription and non-prescription medications during school when the procedures in this policy are followed.

Except as provided in this policy regarding asthma inhalers and other self-administered medications, or in a Section 504 Plan or IEP, no student shall be allowed to keep medicine on their person and any medication, prescription or

non-prescription, must be brought to the nurse by the parent in a properly labeled container and must be kept in the health room. The school nurse will evaluate students on long-term medication on an individual basis and appropriate adjustments will be made where determined necessary. Any unused medicine will be returned to the parent or guardian or will be destroyed by the school nurse. In appropriate and necessary situations, case-by-case arrangements for self-administration may be made contingent upon physician recommendation, parent/guardian approval and school nurse approval. Unless self-administering, students shall not bring medications to school. Doing so may result in discipline.

No medications, prescription or non-prescription, shall be administered to a student during the school day without the written and dated consent of the student's parent/guardian and physician. Parent/guardian and physician's permission can be documented on the School District's *Medication Administration Request and Consent Form (Form WA-15)* or a substitute. The consent of the parent/guardian and physician will be valid only for the period specified on the consent form and in no case longer than the current school year. Parent/guardian is responsible for informing the school nurse's office of any change in the medication needs of a student. When any change occurs, the parent/guardian must provide documentation from the prescribing physician to the nurse's office.

By requiring written authorization and physician's orders, the School District hereby asserts that it will incur no liability for the use of unauthorized drugs. Students in possession of prescription or non-prescription drugs that have not been registered with the school nurse will be considered to be in violation of the District's drug and alcohol policy and will be subject to any disciplinary action appropriate under the District's discipline code.

At the nurse's discretion, standing order medications may be administered in accordance with orders from our chief school physician. The use of emergency medication for "self-administration" means that the students is able to self-administer medication to avoid immediate and substantial risk of health, including but not limited to self-administration of an epinephrine auto injector (e.g. Epi-Pen, Epi-Pen Jr.) insulin, glucose tablets, glucagon or a rescue asthma inhaler (e.g. Albuterol, Proventil, Ventolin). For a student to self-administer one of the above listed medications, both form WA-15 and WA-16 must be on file in the medical room.

Prior to allowing a student to possess and/or self-administer emergency medication, the District shall require an order from the licensed prescriber for the medication, including a statement that it is necessary for the student to possess the medication, the time(s) at which the medication should be administered, and that the student is capable of self-administration.

The District shall also require that the student's parent/guardian submit to the nurse's office the following forms if they are applicable to the student:

Form – WA-15 – Medication Administration Request and Consent
Form – WA 16 – Consent to Carry and Self-Administer Emergency Medication
Form – WA 17 – Consent to Carry and Self-Administer Emergency Medication on a Field Trip

These forms must be approved by the school nurse before the student is allowed to self-administer medication on school grounds.

Summary

Parents are reminded that they have four (4) options in dealing with children who are ill and require medication:

a. Administer the medication before or after school
b. Come to school during the day and personally administer the medication to the child
c. Keep the child home until he/she is sufficiently recovered
d. Provide the necessary physician and parent authorization for administration of medication in school by school personnel

The first violation of this policy will result in parent contact to re-explain this policy and its rationale. Subsequent violations will result in the student receiving progressive discipline, beginning with one after-school detention, and increasing with each subsequent violation.

IMMUNIZATION REQUIREMENTS

The Pennsylvania Department of Health requires that all children show proof of immunization before they can attend school in the State. The following immunizations are required at the high school level:

- 2 properly spaced doses of Measles, Mumps and Rubella Vaccine – usually given as MMR. Each dose included the following: (2 doses required)
    - 1 dose of Measles (Rubeola)
    - 1 dose of Mumps
    - 1 dose of German Measles (Rubella)

- 2 doses of meningococcal conjugate vaccine (MCV) – 2nd dose is required by the first day of grade 12 or at 16 years of age or older
- 1 dose of Tetanus, Diphtheria, Acellular Pertussis (T dap)

The State also requires that a Certificate of Immunization be kept on file in the child's school medical record.

Students who do not comply with these regulations will be excluded from school until compliance can be satisfactorily documented. These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

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. 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 who choose not to go on the trip.

FREE OR REDUCED LUNCH
Application forms for free or reduced lunch will be sent home with students during the first week of school. Forms should be promptly returned to the school district to be evaluated and processed. Applications for free/reduced lunch must be completed annually. Students who received free/reduced lunch last year will start the year receiving free/reduced lunch for the first two weeks of school. After the first two weeks, eligibility to continue in the program will be based upon the updated application. As mandated by the Federal and State Governments, any change in the family's financial status must be reported immediately. Parents will be notified by administration of their child's eligibility for a free or reduced lunch.

GRADES AND GRADING
A numeric system of grading is used for all subjects. The grades and their meanings follow:

90-100 - A - Excellent: This grade denotes work of superior quality.
80-89 - B - Good: The student performs work of good quality.
70-79 - C - Average: This type of student usually grasps main ideas and expresses these ideas in good form; he needs direction and leadership for active and effective classroom work.
60-69 - D - Poor: The pupil secures and retains main ideas with difficulty, makes only minimum preparation, does not satisfactorily make up work.
55-59 – **F**ailure: The pupil completed all required work, however, the quality of the work and poor test/quiz grades do not justify promotion to more advanced study.
Below 55 – **F**ailure: Required work was not completed. This pupil follows directions poorly, shows poor or little preparation for class work, does not make effective use of classroom or study time, makes too little progress to justify promotion to more advanced study.

To pass a course for the year the FINAL AVERAGE must be 60% or greater.

Each course will have a specific Grade Category Breakdown to add consistency by course and to move away from total points for a course. Each course will have an approved, consistent breakdown, located in the teacher's syllabus.

<u>HIGH SCHOOL PROMOTION AND GRADUATION REQUIREMENTS POLICY</u>
Minimum Coursework Requirements by Grade
Students are required to schedule six credits of coursework each year at minimum and to pass five credits of coursework in order to advance to the next level. A total of 22.5 credits must be earned in order for a student to graduate.

Grade 9 -- 5 credits Grade 10 -- 5 credits
Grade 11 -- 5 credits Grade 12 -- 5 credits
Extra credits to be taken any time grade 9 - 12 -- 2.5 credits
Total required for graduation -- 22.5 credits

Students are required to schedule a minimum of six majors per year. Seniors will be required to pass a minimum of 4 full credit courses in the senior year regardless of their cumulative total to be eligible to participate in graduation ceremonies.

Minimum Program Requirements

1. The minimum high school program shall include the following:

English	4.0 units of credit
Social Studies	3.0 units of credit (to include American Cultures 1 and 2, and World Cultures)
Science	4.0 units of credit (to include Biology and three other science courses)
Mathematics	4.0 units of credit (to include Algebra 1) Algebra 1 completed at the Middle School fulfills this requirement but does not count as a graduation credit. Must also include Personal Finance, starting with the class of 2028.
Electives	6.0 units of credit
Health	0.5 units of credit
Physical Education	1.0 units of credit; 0.5 units of credit for students attending CIT in their senior year, starting with the class of 2027.
PA Academic Standards	Students must demonstrate proficiency in the PA Academic Standards. The PA Keystone Exams will be used to determine the level of proficiency*

*Students who do not achieve Keystone exam proficiency can meet the PA statewide graduation requirements through an alternative pathway. The student will meet with the high school counselor or designee to develop an individualized graduation plan through one of the additional PDE-approved options.

2. A unit of credit for graduation purposes shall consist of a planned course of 120 hours of instruction. Courses of less than 120 hours will be awarded fractional credit; courses of more than 120 hours of instruction will be awarded fractionally more than 1 credit. No course may be counted more than once to meet graduation requirements.

3. Elective credits may be earned in art, industrial arts, home economics, music, band, chorus, foreign languages, and additional courses in English and social studies.The completion of a full year's course at the vocational-technical school shall count as 3 credits toward graduation.

4. Computer courses do not count toward the credit requirements for science or mathematics.

5. Supplementing a Wilson Area High School curricular graduation requirement could be approved if the option meets or exceeds the rigors of the high school curricular requirements. Prior administrative approval is required for supplementing a Wilson Area High School graduation requirement. Approved courses would equate as follows:

   One semester approved college course --- .5 High School credit
   Two semesters approved college course -- 1.0 High School credit

6. The minimum standard for passing a course for the year is to establish a final average of 60% or greater. Grades on a report card reflect that each marking period grade for full-year courses equals 22% of the final average, while the final exam equates to 12%. For the half-year courses, each marking period is worth 44% with the midterm equating to 12%; no mid-term schedule will be followed and it will be counted as an exam grade (no separate column on the report card for a midterm).

7. No final exam or mid-term exam exemptions will be granted.

8. Students must obtain a minimum of 5 credits to be promoted to grade 10; 10 credits to be promoted to grade 11; and 15 credits to be promoted to grade 12. A student who has not met promotion requirements and is retained as a senior shall not be afforded the opportunity to participate in trips or other activities beyond the initial year. Students will be able to regain class privileges if evidence at the end of the first semester indicates that the credit deficiency is being eliminated. The change in status will take place only after administrative review.

9. Students who do not earn the minimum graduation requirements are ineligible to participate in the graduation ceremonies. Such students will be awarded their diplomas upon completion of the necessary requirements and will be given the option of participating in a subsequent commencement exercise.

Transfer students will be evaluated on a case by case basis as to their eligibility for participation in graduation ceremonies.

HONOR ROLL AND HIGH HONORS

1. The purpose of The Honor Roll and High Honors for Wilson Area High School is twofold:
    a. To give public recognition for exceptional scholastic achievement.
    b. To encourage the student body to attain a higher degree of scholarship.

2. Honor Roll and High Honor's shall be determined on the basis of grades received for each marking period.

3. In order to receive High Honor Roll recognition a student must maintain an unweighted average of 90% with no individual grade less than 90%.

4. In order to receive Honor Roll recognition a student must maintain an unweighted average of 90% with no individual grade less than 80%.

CLASS RANK

Class rank is established by application of the class rank formula. Copies of this formula are available in the guidance office. At the end of the third marking period class ranks are used to determine senior awards.

GPA will be calculated using a weighting system for all courses to reflect:

- Difficulty of subject matter
- Homework and preparation necessary
- Assessment difficulty
- Associated project difficulty.

A listing of course offerings with their associated weight can be found in the course selection books.

VALEDICTORIAN/SALUTATORIAN SELECTION

Determination of Valedictorian, Salutatorian, and Honor Graduates (top 10%) are made at the conclusion of the third marking period of the senior year. The highest senior grade point average determines the identification of valedictorian. The second highest grade point average determines the identification of salutatorian. Subsequent grades will be included for final rank but not for official determination of valedictorian or salutatorian.

GUIDANCE

The guidance department of Wilson Area High School has been established to be of service to all the pupils and graduates of the high school. Its purpose is "to help the student help himself." To meet this purpose four services have been organized.

1. A system of records on each pupil has been set up. All information possible is collected about each pupil: grades, family life, test results, special abilities and his extra-curricular activities. This information is arranged and filed so as to be available when a student presents a problem to be solved.

2. A file of educational, vocational and social world information is constantly being augmented with primary emphasis placed upon making available to the students all the information possible on future jobs, and requirements of schools and colleges, for life after graduation.

3. A program of testing has been organized with a two-fold objective:
    a. To help the student know how he is progressing as he goes through each academic year.
    b. To help the student know, not only what he can do, but also what he likes to do most. This combination, what he likes to do and what he can do best, will better enable him to achieve success in life after graduation.

4. An individual counseling service is also available to all students. Any problems, small or large, be it on future jobs or schools, marks, courses, how to study, or personal problems, can be freely discussed. This is probably the most valuable service to the student.

SCHEDULE CHANGES

A student is expected to follow their schedule for the entire school year. Any alteration of that schedule necessitates counselor involvement and parental consent, requires administration approval, and is subject to the following provision:

Schedules will be changed only for the following reasons:

a. Class conflicts
b. Addition of classes

c. Change in Program of Study
d. Recommendation by teacher/administrator

Schedules WILL NOT be changed for:

a. Selection of individual teacher
b. Time/schedule adjustment
c. Social interests or lunch preference
d. Failing grades
e. Failure to do required summer work

1. All course changes require a parent/guardian request letter, parent/guardian meeting with a guidance counselor, and subsequent administrative approval. Approval will only be considered under extenuating circumstances.
2. Any drop in full year course will result in notation on transcript and report card.
3. All C.I.T. changes follow the same rules as a full year high school Course. Changes between shops are subject to C.I.T. schedule policy. This includes session changes (AM/PM).
4. No course required for graduation may be eliminated from the student's schedule.
5. All schedule changes are subject to Special Education due process regulations and school code.
6. The district reserves the right to implement changes deemed necessary for administrative or educational purposes.

HOMEWORK POLICY

Introduction

Because education is a lifelong process which extends beyond the school, it is important that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work, but also related activities which are related to classroom work, but which are assigned to be done outside of the classroom.

Current research indicates that the amount and quality of time students spend studying has a direct and positive impact on learning success. The Wilson Area School District believes that teachers should use homework assignments to foster positive, long-term, education related behaviors and attitudes. Homework should have different purposes at different grades. For younger students, it should foster positive attitudes, habits, and character traits, reinforcing the learning of simple skills introduced in class. For older students, it should facilitate knowledge acquisition in specific topics. Additionally, homework should be assigned when it is clearly connected to skills learned and can demonstrate a connection to improving student achievement.

Reasons for Homework

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

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

Types of Homework

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

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

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

3. ENHANCEMENT OF LEARNING – This provides students with opportunities through assignments to develop: independent work and learning skills, higher order thinking skills, the fostering of creativity and expression, research and reporting skills.

Guidelines for Teachers – Homework needs to have a purpose and specific focus related to learning, skill acquisition and mastery of a skill or knowledge. It should be assigned in amounts that diagnostically identify skills or knowledge to be learned as well
as the developmental levels of individual students. Teacher-designed, rather than generic types of homework are recommended, as it will target the exact learning or skill to be attained.

Homework, if assigned, needs to be assessed with feedback to students providing reinforcement or re-direction for improved achievement. Quantity of homework should be considered to reflect what is necessary to meet the purpose for which it was designed. Homework should never be assigned as punishment or as a means to occupy student time or attention. Homework assigned to students requires effective communication for students with directions and expectations in clear and understandable form. Consideration should be given to balance the assignment of homework with the research relative to effective on-task attention spans of differentiated age levels. It is recommended that high school students combined homework should not exceed two hours per night. Homework for earlier grades should be adapted accordingly.

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

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

Guidelines for Students

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

MISSED CLASSWORK

The student has the responsibility for making arrangements with his classroom teachers to take care of work missed because of an excused absence. Unless special arrangements are made with the teacher, the time period should not exceed a time equal to that of the absence, e.g., if he/she is absent two days, he must make up the work within two days after his first day of return to school regardless of additional absences. Students should not expect to receive full credit for assignments submitted late. Students missing classwork due to cutting class will have an opportunity to make up the work; however, the grade received will be reduced by 25%. (See Suspension Policy for make-up class work while suspended.) If a student has an unexcused absence, they cannot make-up missed work. See specific absence-type situations below.

Excused Absence: Unless special arrangements are made with the teacher, the time period should not exceed a time equal to that of the absence, e.g., if he/she is absent two days, he must make up the work within two days after his first day of return to school regardless of additional absences.

Unexcused Absence: Teachers are not required to accept any work from students. Students should not be making-up assignments, exams, etc. from marking periods that have concluded; they will not be accepted/grades by teachers.

STAIRWELL ACCESS

Specific stairwells have been designated as "up" and "down" stairwells. Persons wishing to go up or down a stairwell during the change of class may only use the designated stairwell to do so. Up and down stairwells are located at both ends of each hallway.

LIBRARY

The library is open period two on even days. Students must check out books before they leave the library. Students are responsible for any materials checked out under their name as well as any damaged or lost library materials. Two books can be signed out for three weeks at a time. If a student has overdue books, they are not permitted to sign out additional books.

No study hall will occur in the library.

LUNCH AND CAFETERIA REGULATIONS

All students must have lunch in the cafeteria. Students are not permitted to have food from outside vendors delivered to school. Each student must return trays, cartons, napkins, etc. to the dish counter. Students are to check their eating area and dispose of all debris. Students are expected to leave their lunch area in a clean orderly condition.

LOCKERS

Lockers are available upon request through the main office, as they are not automatically assigned. The school is not responsible for the loss of contents of a locker. Students are prohibited from sharing lockers, switching lockers or housing items of great value or sums of money. Students are prohibited from putting their own locks on lockers (except gym lockers). Students experiencing locker problems should request inspection and repair from the Assistant Principal. Lockers are school district property and may be searched in accordance with district policy. Random searches may be conducted and sniff dogs may be utilized in the search process. Students are encouraged to place their own locks on gym lockers when in use.

HALLS

Students are expected to behave in a quiet orderly fashion while in the halls between classes. Running in the hallways is dangerous and not permitted. Loitering in locker areas is not permitted.

ASSEMBLIES

Assemblies are provided for educational and cultural experiences to the student body. Students are expected to receive each performer in a polite and acceptable fashion. Failure to treat each performer with respect or disruption of any program or performance will result in removal from that performance and other programs.

STUDY HALL REGULATIONS

All students are to report to their assigned study hall during the first two days of school. Students must have something to do each day. Students must have academic work and receive permission from the teacher to use cell phones and ear buds. Students are allowed to leave the campus during study hall if they meet the academic requirements set forth by administration and have a signed parent permission form on file. When a student elects to leave for study hall periods, they must scan out in the main rotunda, leave campus and return prior to the next period. Students cannot loiter on school property, in the parking lot, or at local establishments. Students cannot return with food from outside vendors. Students who fail to return to school or return late will face discipline, and risk losing the privilege to leave. No study hall will be in the library.

STUDENT DRESS AND GROOMING

Student dress and attire is expected to be clean, safe, respectful, reasonable, and non-disruptive. Clothing and accessories which present a hazard to health or safety, cause distraction, sanction anything determined to be illegal, or disrupt the educational process in any way, will not be permitted in school.

- Pants should be worn at the waist.
- Shoes must be worn at all times.

- Undergarments cannot be exposed.

Prohibited Offensive Communication on Clothing
Considered unacceptable will be clothing or accessories (patches, buttons, jewelry) which advertise or promote alcohol, tobacco, drugs or drug paraphernalia, violence, threats, racism, hate communications, sexual communications, as well as vulgar or highly offensive language, or pictures and/or slogans with a double meaning.

PROPER COVERAGE OF BODY
Also unacceptable will be clothing which does not properly cover the body, such as cut-off shirts, tops that excessively expose the mid-section, tank tops, strapless tops or extremely short skirts/shorts.

HATS/HEAD COVERINGS
Hats, or any head covering (i.e. bandanas, durags, scarves, visors), may not be worn in the buildings unless the student can verify that this is part of established religious beliefs, cultural attire or due to medical circumstances. Headbands used to hold hair in place may be worn; however, if the headband is tied to stay in place, the ends of the headband can't hang down. Hooded sweatshirts may be worn; however, the hood may not cover the head or any part of the head.

Notice and Consequence
The administration will be the final judge as to whether a student's dress or grooming is inappropriate. The problem will be handled privately with the individual student. Students dressed inappropriately will be required to change into alternate clothing and a progressive disciplinary consequence will be enforced for violators of the policy.

CHROMEBOOKS
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 Chromebooks is the responsibility of the student. Information on the use of Chromebooks in a 1:1 environment can be found on the District website.

STUDENT IDENTIFICATION CARD
During normal school hours and while on school property, all students are required to possess an official identification card. The student identification card is not a replacement for a hall pass. Students are expected to have a pass in addition to their identification card when out of class or assigned area. The student identification card must be relinquished to any staff member upon request.

Any student that forgets or loses their student ID must obtain a temporary or replacement ID card immediately upon entering the building. Any student failing to request a temporary card will be issued a temporary card by the Assistant Principal along with appropriate discipline. Due to material costs students will be charged $2.00 for each replacement card. Any student that defaces their ID card will be required to purchase a new card.

COMMUNICATION DEVICES
Students are permitted to use cellular phones between classes and at lunch. At no time is a student allowed to make or receive phone calls. Hallway use during class time is not permitted. Pre-approval must be given by a teacher for use during class time for educational purposes.

Earbuds/headphones are NOT permitted to be used once a student enters a classroom. Pre-approval must be given by a teacher for use during class time.

The Board prohibits use of electronic devices by students in locker rooms, bathrooms, health suites and other changing areas at any time. The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

SOCIAL MEDIA/NETWORK GUIDELINES FOR STUDENTS
Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in the Wilson Area School District should adhere to when using social media on school property.

Social Media Guidelines for Students

Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see.

1. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

2. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.

3. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

4. Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.

5. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image.

6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

7. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

8. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

DANGEROUS ITEMS

Students are to refrain from carrying any instruments or devices, which could result in harm to other individuals or property. Items such as knives, darts, hatchets, mace or sprays, etc. are not to be brought to school. A student found in possession of a firearm (loaded or unloaded) or an explosive device or other weapon will be referred to the Superintendent and Board of Education with recommendation of expulsion. Please note Section 912 of PA Crimes Code and US Code Title 18, Section 921:

Possession of Weapon on School Property

(a) Definition--Notwithstanding the definition of "weapon" in section 907 (relating to possessing instruments of crime), "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, num-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

(b) Offense defined--A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school. Students are subject to Wilson Area School District Policy 5114.2 titled "Prohibition of Weapons Policy."

UNASSIGNED AREAS

Students are not to loiter in areas to which they have not been assigned nor remain for extended periods in areas such as stairwells, doorways, lobbies, or lavatories. Upon arrival at school students are to report to the cafeteria from 7 – 7:30 a.m.

FOOD AND DRINK IN THE BUILDING

Breakfast that is provided by the district is allowed to be consumed in the classroom. All lunch meals must be consumed during lunch period in the cafeteria. All other snacks that are brought in by the student can be consumed with teacher permission in the classroom. Any “competitive food” (food offered by the district, but not part of the reimbursed school breakfast or lunch) must meet or exceed the nutritional standards set by the Smart Snacks in Schools program. Students can carry beverage containers that limit the possibility of spillage (lids or closable

containers). It is the student's responsibility to properly dispose of liquids, empty containers, and trash. The student must ensure that they do not spill liquids when disposing of trash.

VISITORS
All visitors are required to register at the main office and obtain a visitor's pass. Parents are encouraged to meet with teachers and administrators and should call and arrange a time that is mutually agreeable to meet with them. Students are prohibited from bringing friends to school during regular school hours. Visitors who fail to register at the main office or follow school policy will be required to leave school property and/or face charges of criminal trespass. No visitors are allowed in the building during final exams.

RESPONSIBILITY FOR ASSIGNED DISTRICT PROPERTY
Any school district property assigned to students for their personal use becomes the responsibility of that student. It is to be maintained in good condition and returned in the same condition issued, excepting normal wear. Loss or damage of assigned materials will result in the assessment of the replacement cost against the student; (books, library materials, etc.). Once the debt is assessed, the debt remains until it is resolved. The debt is not removed at the end of the school year or upon student withdrawal. Students need to resolve debts before transferring to other districts. Students who do not resolve their debt will not receive caps/gowns or tickets for their graduation ceremony.

SUMMER SCHOOL ELIGIBILITY
To be eligible for summer school a student failing a full-year course must have passed one of the four regular marking periods, or passed both the midterm and the final exam, or must request special permission from school Principal or Assistant Principal.

FIRE DRILLS
When the fire alarm sounds, students nearest the windows will close them while the others stand at attention by their desks. Absolute silence must be maintained during the fire drill. No talking, laughing or whispering will be permitted in order that teacher's instructions can be easily heard if it is found necessary to redirect the flow of traffic from the buildings. Groups near the exits will immediately march from the building. Other groups will follow according to the posted schedule. Students carrying backpacks to class exit the building with their backpack. Under teacher supervision, students are to vacate the areas adjacent to the building following posted instructions.

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

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.

SECTION 2 – DISCIPLINE POLICY – BEHAVIOR CODE

STUDENT CONDUCT

The Wilson Area School Board believes that in order for students to gain the maximum benefit from the educational program, high standards of student conduct must be established and maintained. The Board is pleased with the general deportment, good citizenship, cooperative attitude, and mutual respect displayed by most of the students. It is largely through their efforts and those of school district personnel that a wholesome educational environment is present in all of the schools of the district.

On occasion, however, unacceptable conduct on the part of a student does take place, and fair and reasonable disciplinary measures become necessary. It is for that reason that this policy has been adopted and is being implemented throughout the Wilson Area School District.

Incorporated as a part of this policy are the Regulations of the State Board of Education of Pennsylvania entitled STUDENTS RIGHTS AND RESPONSIBILITIES. The School District specifically endorses the due process requirements of these regulations while at the same time adopting the section listing student responsibilities as the code of conduct for all students.

Certain rules and regulations have been established within each school building regarding student conduct. It is the responsibility of school district personnel to make these available to the students so that they are aware of them. These rules and regulations along with the code included in this policy are applicable not only in school buildings and on school grounds but also when students are going to and from school, are being transported by school vehicles, and are participating in or attending school activities.

In cases where students do not exercise self-discipline and are in violation of rules, regulations, or the code of conduct, school district personnel must assume the responsibility for enforcement. In this process the following list includes some of the techniques which may be applied: reprimanding, counseling, conferring with a parent or

guardian, assigning additional work, detaining after school, and making referrals to guidance and administrative personnel.

At times more stringent administrative action may be appropriate. Exclusion from school is specifically addressed by state regulations and is included in this policy in greater detail in the following sections.

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

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

1. The possession, use, sale, distribution or involvement with drugs and/or alcohol pursuant to Policy #5131.
2. Conduct that constitutes a danger to the health or safety of others.
3. Physical assaults upon fellow students, teachers, or other school district employees.
4. Continued and willful disobedience.
5. Defiance of authority.
6. Taking or possessing property belonging to others.
7. Willfully causing or attempting to cause damage to school equipment or property.
8. Smoking or tobacco use including electronic and vapor cigarettes.
9. Possessing, handling, or transmitting any object that can reasonably be considered a weapon.
10. The use of abusive, profane, or obscene language or the making of obscene gestures.
11. The violation of school or school bus rules or regulations.
12. The violation of local, state, or federal laws or regulations.
13. Communicating terroristic threats or committing terroristic acts, as defined below:
    - Terroristic threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.
    - Terroristic act – shall mean an offense against property or involving danger to another person.

Student Suspension and Participation in Activities
A student who is suspended from school or on an in-school suspension is not eligible to participate in or attend any school function from the first day of the suspension through the entire last day of the suspension. A student suspended for a total of 12 school days is ineligible from activity or athletic participation for one calendar year. Students can apply for eligibility reinstatement by meeting with the assistant principal.

Wilson Area School District Hazing

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

Definitions For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with or as a condition for continued membership in any organization recognized by the Board.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Authority The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The building principal will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

Delegation of Responsibility

It shall be the responsibility of all district employees, including without limitation, teachers, advisors, coaches, administrators, and any sponsors and volunteers, to protect the rights, safety, and welfare of all students and to ensure an atmosphere free from all forms of hazing. Any and all information received by such individuals and all knowledge or reports of hazing, or anticipated hazing, shall be reported to the appropriate building principal.

If a student obtains information or hears about an actual or potential hazing incident the student shall immediately report this information to the appropriate adult supervisor of the activity. The teacher, advisor, coach, sponsor, or volunteer shall immediately notify the appropriate building principal who will, in turn, initiate immediate measures to address the situation, as set forth in this policy.

Guidelines

Complaint Procedure

1. When a student believes that he/she has knowledge of an actual or potential hazing incident, or have been subject to hazing, the student shall promptly report the incident, orally or in writing, to any coach, sponsor of any school-sponsored activity, volunteer, administrator or district
   employee who upon receipt of a report of hazing shall immediately inform the building principal.

2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing and report the incident to the Superintendent or designee.

3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate. If the report concerns employee conduct, a copy shall also be filed with the Superintendent or designee.

4. In the event the hazing incident involves, or will involve, illegal activity, the appropriate policing agencies shall be notified.

If the investigation results in a substantiated finding of hazing, the following disciplinary measures may be imposed:

1. A student found to be in violation of this policy shall be subject to disciplinary measures set forth at the discretion of the administration including, but not limited to, suspension or expulsion from school, indefinite suspension from all extracurricular and co-curricular activities, and interscholastic athletics, for a period ranging from one (1) calendar year from the date of adjudication through the violator's senior year of high school.
2. In addition, other disciplinary measures may be applicable and/or appropriate as defined in Board policies.
3. Failure to report a substantiated finding of hazing may result in disciplinary action.
4. A student found to have made false statements in connection with this policy shall be subject to the same disciplinary measures as those found to have actually violated the policy.

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

BULLYING/CYBER BULLYING POLICY

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

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

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.

Responsibility: Each student shall be responsible to respect the rights of others and ensure an atmosphere free from bullying. Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with the students. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board. The Administration shall annually provide the following information with the Safe School Report:
Board Bullying Policy

1. Report of bullying information
2. Information on the development and implementation of any bullying prevention, intervention or educational programs

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.

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.

GANG POLICY
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 or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs, and attire."

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

1. 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

Implementation

1. Any School District employee or any person with knowledge of suspected signs of activity shall report the activity to his/her administrator or security personnel. Students, parents and community members are encouraged to report any suspected gang activity.

2. Administrators shall be aware that the occurrence of any of the acts described above does not necessarily constitute gang activity unless the entire definition of "gang" is met.

3. Violations of this policy will result in disciplinary actions, which may include suspensions and/or expulsion.

4. Notification of this policy shall be given to all students and employees.
5. School administrators shall identify any clothing, jewelry, emblems, badges, symbols or signs. Administrators shall consult with police and district security to help them determine what is gang-related, such as clothing, jewelry, emblems, badges, symbols or signs.

Administration shall report all incidents consistent with procedural guidelines to the Central Administration.

WILSON AREA HIGH SCHOOL BEHAVIOR POLICY

Behavior Policy infractions have been placed into three levels varying from minor to major incidents. It should be realized that persistent, willful or excessive minor incidents may be considered major if, in the judgment of the administration, the student is making no effort to modify unsatisfactory behavior, or where behavior is willful with intent to disrupt a program.

- For students who are late, we will track per marking period. Students who are late 1-5 times would receive a 25 minute detention. 6-10 times, 45 minute detention. Over 10 times, 45 minute detention and they would forfeit their study hall scan out privileges for the rest of the marking period.

Students receiving detention for lateness to school may be scheduled for detention on the day they arrived late. Students on doctor excuse only status are required to bring in doctor excuses for lateness.

LEVEL I INFRACTIONS

The following are incidents that should be handled by the classroom teacher. These problems will generally result in the issuing of warnings followed by teacher detentions. Persistent incidents may result in referral to the administration.

1. Lateness to class: Students have a maximum of five minutes to move from one class to the next. It is expected that students will be in their seats at the end of the five-minute period. Lavatory and locker usage are not excuses for being late. After receiving three teacher detentions for being late to class, students will be referred to the office.

2. Cell phones Students may possess cell phones however they must be turned off during the instructional day unless directed otherwise by a teacher.

3. Classroom or hall disruption that impedes teaching and/or learning.

4. Loitering in halls or lavatories or unassigned areas.

5. Forged passes or excuses.

6. Cheating, See Academic Integrity Policy

7. Use of unacceptable language; could include any negative comments that may be vulgar, obscene, defamatory, disruptive and/or sexually explicit.

8. Other behavior is determined to be disruptive to the purpose of the educational system. The number of detentions may vary taking into consideration the student's record or circumstances involved with the incident and student attitude.

LEVEL II INFRACTIONS

Level II infractions result in referral to the principal or assistant principal and result in assignment of office detention or suspension and other action as may be necessary.

1. Repeated or excessive continuation of any level I infraction.

2. Lateness to school; ongoing

3. Unauthorized use of cell phone and electronic devices, earbuds/headphones, and laser pointers. Electronic devices can be confiscated and require parent pick-up.

4. Disrespect to school employees; could include refusal to comply with requests, being argumentative, using inappropriate language or behaviors that undermine authority, impeding classroom environment, .

5. Possession of Tobacco or tobacco products including electronic cigarettes will result in school disciplinary action as well as possible filing of citations for the possession of tobacco on school property as per section 6306.1 of the PA Crimes Code.

6. Vandalism - Willfully damaging property belonging to school, school employees or students. In addition to disciplinary action the student may be required to repair damage after school hours. Students may be prosecuted for any acts deemed excessive. Under 3307 of the Crimes Code, designed to address school vandalism, Act 16 of 1994 makes it illegal for a person to carry "an aerosol spray paint can, broad-tipped indelible marker or similar marking device onto (school) property "with the intent to vandalize, deface or otherwise damage the property." Act 17 of 1994 adds to the definition of criminal mischief, "intentional (defacing) or otherwise (damaging) tangible public property or tangible property of another with an aerosol spray paint can, broad-tipped indelible marker or similar marking device."

7. Class cutting - When a student has been in school but failed to report for all or part of a class or is absent from class without permission of the instructor, it is class cutting. Students cutting class will not receive full credit for classwork missed. Situations of class cutting may result in truancy changes if accumulated class cuts equal a half or whole school day.

8. Truancy/Skipping School - When it has been determined that a student is missing from school who has no legitimate reason for absence, that student will be referred to the administration for truancy. In addition to disciplinary consequences, habitual truancy could result in legal action against the parent/guardian or student.

9. Forging school district documents - Forging the name of self or others or altering any school district documents, notes, requests for dismissal, or other forms.

10. Insubordination - Refusal to conform to reasonable directions of school district personnel.

11. Refusal to serve detention (skipping detention) - Refusal to serve detention or violation of detention rules will result in suspension and reassignment of all detentions.

12. Leaving the building without permission - Students are not allowed to enter or leave the school building without permission.

13. Theft - Any student determined to have taken property of the school district or other persons while on school district property will be placed on suspension and criminal charges may be pursued.

14. Disruptive or dangerous activity on school buses.

15. Other behavior determined to be disruptive to the purpose of the educational system.

LEVEL III INFRACTIONS

Level III infractions result in suspensions. The number of day's suspension will depend upon circumstances, situation and/or repetition of behavior. Legal action and/or alternate school placement or expulsion may result from committing the following infractions or any other type as determined by the administration.

1. Fighting - Engaging in a fight will result in immediate suspension of all parties and possible levying of the charge of Disorderly Conduct or Harassment according to Crimes Code of PA, Section 5503 or 2709 respectively.

2. Use of profane, vulgar or unacceptable language - Use of profane, vulgar or unacceptable language in an excessive fashion that disrupts the school process.

3. Threats and/or assaults or harassment - Any student who makes a verbal or physical threat against another individual while on school property will be suspended. The degree to which the above is conducted may determine that further action may be necessary, such as filing of Criminal Harassment Charges according to Crimes Code of PA, Section 5503 or expulsion from school.

4. Threats, assaults or harassment of school district personnel (note Section 2702 of PA Crimes Code, paragraph 5 or Section 2712 if an assault involves a sports official)

Aggravated Assault

(a) attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee or student of any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his or her employment or because of his or her employment relationship to the school.

5. Use of profane, vulgar or unacceptable language directed at school personnel - Profanity directed at school personnel will result in a suspension and the filing of Disorderly Conduct charges in accordance with PA Crimes Code, Section 5503 (a)(3).

6. Possession of weapons on school property - A student found in possession of a weapon (loaded or unloaded) or an explosive device will be referred to the Superintendent and Board of Education with recommendation of expulsion. Please note Section 912 of PA Crimes Code:

   Possession of Weapon on School Property
   (a) Definition. --Notwithstanding the definition of "weapon" in section 907 (relating to possessing instruments of crime), "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, num-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
   (b) Offense defined. --A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

7. Use of tobacco or electronic cigarettes - Use of tobacco or electronic cigarettes in any fashion (smokeless, chewing, smoking, snuff, etc.) is not permitted in school, on school property, or on school buses. Students using tobacco, smoking or vaping will be suspended and the suspension will be graduated - three days, five days, ten days. Additionally, students will be prosecuted for possession and/or use of tobacco on school property as per Section 6306.1 of the PA Crimes Code. Fines generally are assessed at $50 plus court costs.

8. Use, possession, transportation, sale, delivery or intent to deliver any controlled substance or look alike drugs/substances or non-alcoholic beverages. Use, possession, etc. of drug paraphernalia (roach clips, pipes, etc.).

9. Violation of the District Computer Network Use Policy.

10. Sexual Harassment - Students are not permitted to behave in a fashion that results in a fellow student feeling uncomfortable or threatened because the actions and/or communications are of a sexual nature.

11. Hindrance of investigation of misconduct - When actions on the part of an individual cause direct interference or hindrance of the investigation of misconduct and/or criminal activity.

12. Other behavior determined to be disruptive to the purpose of the educational system.

Note: A student who acts in a fashion that violates district behavior policy and/or elements included in the PA Crimes Codes or PA School Code will be subject to prosecution. Prosecution may be for the following offenses (but not limited to): truancy, fighting, disorderly conduct, vandalism, harassment, assault, aggravated assault, weapons violations, trespass, possession and/or use of controlled substances, possession and/or use of tobacco products. Police personnel may be called based upon the circumstances and severity of the incident. When fines are assessed they generally range from $50 to $300 plus court costs. A number of charges are rated more severe and may result in significantly more complicated outcomes.

WAHS Academic Integrity Policy

It is our expectation that all work submitted by students is their own original work. Students are responsible for maintaining their own academic integrity. They must realize that their work should reflect what they have learned, understood, and written. Cheating and plagiarism have a very negative effect on individual students, classes and the overall academic climate of our school. For this reason, the following policy has been established to inform students about plagiarism/cheating and the associated penalties.
Cheating occurs when students obtain or assist others in obtaining credit for work that is not their own. Examples of cheating include, but are not limited to, the following:

- Looking at someone else's test/quiz
- Showing/allowing another student to view answers from your test/quiz
- Copying another student's homework, writing assignment, lab assignment, etc.

- Allowing another student to copy your work
- Possessing 'cheat sheets' or other unauthorized material during an assessment
- Using an electronic device to obtain answers during an assessment
- Using a report/paper that you previously submitted for a different class without the knowledge of the current teacher

Plagiarism is the act of taking and using someone else's work and claiming it as one's own, either intentionally or unintentionally. Examples of plagiarism include, but are not limited to the following:

- Word-for-word copying from a document that is not your own
- Rearrangement of words without proper citation
- Paraphrasing without proper citation
- Use of another person's exact words, ideas or expressions without acknowledging the source
- Using a report/paper previously submitted by another student for a different class

Penalties for violating the WAHS academic integrity policy:

Level 1 Offenses

- Looking at someone else's test/quiz
- Allowing another student to copy all or part of your work
- Copying/submitting another student's homework as your own

Consequences for Level 1 violations:

- The teacher may assign a Lower Grade or a grade of 0% for the assignment
- The student may be given the opportunity to redo the assignment for partial credit, or a similar assignment may be given
- The teacher will notify the parent/guardian and assistant principal
- The teacher will assign disciplinary consequences such as teacher detention(s)
- The assistant principal will meet with the student to review the academic integrity policy

Level 2 Offenses

- Repeated Level 1 Offense
- Possessing cheat sheets or other unauthorized material during an assessment
- Using electronic devices to look up answers during an assessment
- Resubmitting a report/paper that was submitted in another class
- Sections of a submitted paper include word for word, or slightly paraphrased words from another document without acknowledging the source

Consequences for Level 2 Offenses

- The student receives a zero for the assignment
- The student will be given the opportunity to redo the assignment for partial credit
- The teacher will notify the parent/guardian and assistant principal
- The assistant principal will meet with the student to review the academic integrity policy and the student will receive office detention(s)
- The assistant principal will notify the NHS and the student may be placed on NHS probationary status.

Level 3 Offenses

- Repeated Level 2 Offenses
- Submitting another person's complete work as your own
- Being in unauthorized possession of a test/exam

Consequences for Level 3 Offenses

- The student will receive a zero/no credit for the assignment
- The student will not have an opportunity to make up/redo the assignment
- Teacher will notify the parent/guardian and assistant principal
- The assistant principal will meet with the student to review the academic integrity policy and the student will receive a suspension

- The assistant principal will notify the NHS and the student may be suspended or permanently removed from participation in the NHS.

Records of violations of the academic integrity policy will be maintained in the office of the assistant principal and will become part of individual student discipline files.

DETENTION POLICY
Students may be assigned to detention by teachers or administrators. Students are to receive one-day notice prior to assigned detention dates with the exception being students arriving late to school. Students receiving detentions for lateness to school may be scheduled to detention on the day they arrived late. No teacher-assigned detention may be less than 15 minutes or longer than one hour.

Students may receive detentions from 15 minutes to 2 1/2 hours when assigned by the office. Students are to report to office detention promptly at 2:10. All materials must be brought to the room and students who do not bring written work of substantial amounts will be assigned work to complete. Students are to remain quiet and stay in their assigned seats. Disruptive behavior will result in additional disciplinary action. Students will not be reassigned detentions except in cases of doctor's appointments, family emergencies or absences from school. Work schedules are to be rearranged by the student. Students not reporting to detention will be suspended and the detention will be reassigned.

SUSPENSION POLICY
Students may be assigned suspension only by the school administration. A student placed on suspension is not permitted on school property except in company of their parent or guardian to attend a hearing/conference or with permission of the Principal or Assistant Principal. Any student seen on school property while on suspension will be charged with Defiant Trespass under Section 3503 of Pennsylvania Crimes Code and may be subject to additional school based discipline. Students are responsible to make up for all work missed while on suspension. Assignments while on suspension are due the first day of return from suspension or the student will receive a zero grade for the work. (The exception is test make-up.) Parent conferences may be requested for any suspensions. Should a student miss a test due to suspension, he or she must make arrangements with the subject teacher to take that test after school. All suspensions longer than three days' duration require a parent conference. This conference may be waived by the Principal or Assistant Principal upon request of the parent. Students on suspension are not permitted to participate in any school-related, extra-curricular activities for the entire day of their suspension.

IN-SCHOOL SUSPENSION
In-school suspension is designed to eliminate further discipline infractions. ISS will only be assigned five times, all further discipline requiring a suspension will result in out-of-school suspensions. In-school suspension hours are 7:40 a.m.-2:05 p.m. Students are to report to the office of the Assistant Principal and must bring all appropriate materials (books, pens, pencils, paper). Students should bring appropriate reading material with them in the event that all academic work is complete. Students will be permitted one a.m. break and one p.m. break to go to the lavatory or to get a drink of water. Students will eat lunch at their assigned suspension area. Violation of any in-school suspension rules will result in extension of suspension or other disciplinary action and possible levying of the charge of Disorderly Conduct in accordance with PA Crimes Code, Section 5503. Students on suspension are not permitted to participate in any school-related, extra-curricular activities for the entire day of their suspension.

DRUG AND ALCOHOL POLICY
The use of controlled substances (drugs) and alcohol, particularly among young people, is a major problem confronting our society. The problem of drug and/or alcohol abuse is a community-wide concern and meaningful approaches to its solution require a cooperative effort on the part of parents, schools, social agencies, and other institutions of the community. The possession, use, sale, distribution or involvement with drugs and/or alcohol in the Wilson Area Schools shall not be tolerated.

When a student needs to take or is required to take a drug for medical purposes during the school day, the student should inform the nurse and must allow the nurse to dispense the medication in accordance with established procedure. Under no other condition should drugs be at school or on school property.

"Drugs" as used in this policy include controlled substances, drugs of any kind, legal or illegal, including drugs readily available over the counter, pills, capsules, and other substances designed to look like drugs and sold or distributed as drugs.

To deal with specific problems as they arise, guidelines must be established. These guidelines are as follows:

A. Student Seeking Help

1. 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.
2. Confidentiality of the student shall be maintained in accordance with the law.
3. Counselors, nurses or building principals shall offer drug and alcohol counseling as appropriate.
4. 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 pre-requisite, but is strongly recommended.

B. Suspicion of Drug and/or Alcohol Involvement

1. Cases involving suspected drug or alcohol use or abuse shall be referred to the school nurse. The school nurse will treat all cases as routine illnesses unless it is ascertained that there is a problem of drug or alcohol use or abuse.
2. 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.

C. Possession, Use, Sale, Distribution or Involvement

1. 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.

2. 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 C1 of this Policy, could be considered grounds for expulsion from school.

3. Parents or guardians shall be promptly informed of actions taken by the school officials in all incidents.
4. The school shall notify and cooperate with state/local law enforcement or regulatory agencies when appropriate.

5. Counseling assistance by appropriate agencies will be strongly recommended.

D. Drug Dog Use

Building principals are authorized to use the services offered by the local police departments when it is deemed necessary, including the use of drug dogs.

1. The principal or assistant in charge of the school can make a request for the drug sniffing dog through the local police department.

2. 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 dogs shall be unannounced to the students.

3. 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.

4. In no way will this program infringe upon anyone's human rights or be used to enhance the arrest record of the police department.

E. Steroids

The Wilson Area School District endorses the provisions of Act 93 of 1989, which prohibits the use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletics. Furthermore, the provisions of the Drug and Alcohol Policy (5131) are applicable to steroids.

The law provides that body building, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability is not a valid medical purpose. Human growth hormone (HGH) is not included as an anabolic steroid under the provisions of the law. Along with any disciplinary or other action, which may be taken under the provisions of Policy #5131, the following minimum penalties will apply to any pupil in violation of the prohibitions in paragraph 1:

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 or reinstatement into the athletic program. The dangers of anabolic steroids shall be included in the drug and alcohol education program, which is a part of the health curriculum in the School District.

RESTRICTED MOVEMENT POLICY

Students who have behaved in a fashion to result in numerous referrals to the office or who have received referrals requiring suspension may be placed on restricted movement. Students are restricted to classrooms and not permitted to leave with a pass except in cases of extreme emergency. In such an instance an administrator is to be immediately informed. Attendance and promptness of reporting are to be closely monitored.

UNLAWFUL HARASSMENT OF STUDENTS

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

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

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

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 participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

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

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

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

Complaint Procedure-Student /Third Party
Step 1-Reporting
A student or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

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

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

Step 2 –Investigation
Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.
The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 –Investigative Report
The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

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

Step 4 –District Action
If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.
If it is conducted that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

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

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

The district shall excuse any student from specific instruction as defined in this policy upon satisfaction of and subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction with respect to which the student is to be excused.

2. The written request must contain a statement that the specific instruction described in the written request conflicts with the religious beliefs of the student or of the parents.

3. The parent and/or student shall designate on the request to be excused the replacement education activities in which the student shall engage during the time the student is excused. The only permissible educational activity for this purpose shall be replacement instruction that is consistent with the goals set for the course and that does not require the provision of any extra resources by the district.

4. The written request to be excused shall be sent by the qualifying parent or student to the classroom teacher, who will forward copies to the building principal, and assistant superintendent. Approval will be granted by the assistant superintendent after consultation with the principal. One copy shall be retained in the student's permanent school records, a copy shall be kept by the school principal, and an approved copy shall be returned to the teacher from whose instruction the student is to be excused.

5. In the case of the high school student, it shall not be the responsibility of the district or any of its officials to ensure that the child exercises his/her right to be excused. School employees are prohibited from initiating action to have any student leave class in accordance with a parental request. Instead, it is the responsibility of the student to request permission to leave class when the specific instruction objected to is being presented or is about to be presented. When the child seeks to be excused, the teacher is to excuse the child if (a) the teacher has a copy of the approved written request or, if upon checking with the principal, the principal has a copy of the approved written request; and (b) the written request adequately describes the instruction that is taking place or about to take place.

6. The building principal shall determine where the student shall report during the time the student is excused.

7. All students excused from specific instruction shall be required to achieve the learning outcomes established by the district and which are necessary for graduation.

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

ANIMAL DISSECTION: PUPIL'S RIGHT OF REFUSAL
Language from S.B. 727, amending P.L. 30, No. 14, regarding Student Rights
Section 2. The act is amended by adding a section to read: Section 1522. Pupil's Right of Refusal; Animal Dissection.
(a) Public or nonpublic school pupils from kindergarten through grade twelve may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction.

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

(c) A pupil who chooses to refrain from participation in or observation of a portion of a course of instruction in accordance with this section shall be offered an alternative
education project for the purpose of providing the pupil an avenue for obtaining the factual knowledge, information or experience required by the course of study. If tests require harmful or destructive use of animals, pupils shall be offered alternative tests. A pupil shall not be discriminated against based upon his or her decision to exercise the
right afforded that pupil by this section and lowering a grade because a pupil has chosen an alternative education project or test is strictly prohibited.

(d) As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

(1) "Alternative education project" shall include, but is not limited to, the use of videotapes, models, films, books and computers, which would provide an alternate avenue for obtaining the knowledge, information or experience required by the course of study in question. The term also includes "alternative test." A pupil has the right to refuse any alternative education project or test which may involve or necessitate any harmful use of an animal or animal parts.

(2) "Animal" shall mean any living organism of the kingdom Animalia in the phylum chordate, organisms which have a notochord. The term also includes an animal's cadaver or severed parts of any animal's cadaver.

(3) "Pupil" shall mean a person twenty-one (21) years of age or under who is matriculated in a course of instruction in an educational institution from kindergarten through grade twelve. For the purpose of asserting the pupil's rights and receiving any notice or response pursuant to this section, the term also includes the parents or guardians of the matriculated minor.

Acceptable Use of Internet and Computer Technology
Purpose
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.

Authority
The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to view and monitor all applications provided through the network, including email, to log Internet use by staff, and to monitor file server space utilization by District and outside users.
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. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. As required by law, the District will utilize filtering software to restrict and monitor the use of the Internet, email, blogs, and chat.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. All staff and students are responsible for reading and following this policy. 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.

3. Monitoring online activities of minors.

Guidelines

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

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specially, 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.
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 is 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 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 systems operations, or with other system users. Personal use must comply with this policy and all other applicable School District policies, procedures and rules.

Students may only use the District's network for educational purposes. The District reserves the right to revoke the privilege of remaining in or enrolling in courses that require access to technology when a student violates this policy.

Security

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

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 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 user's 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/data that is involved in a criminal activity. Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

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.

AI Guidelines

Artificial Intelligence (AI) tools can support learning, creativity, problem-solving, and productivity when used responsibly. The purpose of this policy is to provide students with clear expectations for the ethical, safe, and appropriate use of AI technologies in support of their education.

Students may use approved AI tools to:

- Brainstorm ideas for assignments, projects, and presentations.
- Receive feedback on writing, organization, grammar, and revision.
- Generate practice questions, study guides, or review materials.
- Conduct research and explore topics of interest.
- Support coding, problem-solving, and technical learning.
- Enhance creativity through approved AI-generated text, images, or multimedia projects when permitted by the teacher.
- Assist with organization, planning, and time management

Students may not use AI to:

- Complete assignments or assessments and submit AI-generated work as their own.
- Cheat on quizzes, tests, exams, or other assessments.
- Generate essays, projects, or assignments without teacher permission.
- Bypass learning activities or avoid demonstrating understanding.
- Create, share, or distribute inappropriate, offensive, threatening, or discriminatory content.
- Impersonate another student, staff member, or individual.
- Violate copyright, intellectual property, or academic integrity standards.
- Input confidential, personal, or sensitive information about themselves, other students, staff members, or families.
- Use AI tools to harass, bully, spread misinformation, or engage in dishonest behavior; refer to academic integrity policy.

North Carolina Department of PUBLIC INSTRUCTION

0 to Infinity NCDPI AI Use Continuum v. 2.0: For Students

	Levels of AI Use	Can I Use AI on this Assignment? If so, How?	How must I disclose my use of AI?
0	AI Free	No. You may NOT use AI at any point or in any way during this assesssment. You must demonstrate your own core skills & knowledge.	No AI disclosure required May require an academic honesty pledge that AI was not used. Example pledge: *"I atttest that I did not use any form of AI to complete this work and it demonstrates my own knowledge and skills."*
1	AI Planning	You may use AI for planning, idea development and research. Your final submission should show how you have developed and refined these ideas. No AI generated content should be submitted in the final product.	AI disclosure statement that names the person (you), tool(s) used, & how it/they were used must be submitted with your work along with link(s) to AI chat(s). Example disclosure statement: *"I used ChatGPT 4o to brainstorm and plan my ideas, and to research my topic."*
2	AI Collaboration	You may use AI to assist with specific tasks such as drafting text, refining and evaluating your work. You must critically evaluate and modify any AI-generated content you use to reflect your own understanding, voice, and style.	AI disclosure statement that names the person (you), tool(s) used, & how it/they were used must be submitted with your work along with link(s) to AI chat(s). Example disclosure statement: *"I used Gemini 2.5 to brainstorm, research, draft, and evaluate my work."*
3	Full AI Use	You may use AI extensively throughout this assessment as you wish, unless specific use cases are directed by your teacher. Focus on directing AI to achieve your goals while also demonstrating critical thinking and evaluating all AI-generated outputs for accuracy and fairness.	AI disclosure statement that names the person (you), tool(s) used, & how it/they were used must be submitted with your work along with link(s) to AI chat(s). Example disclosure statement: *"I used ChatGPT 4o as a thought partner throughout the completion of this work."*
4	AI Exploration	You should use AI freely and creatively to enhance problem-solving, generate new insights, or develop innovative solutions to solve problems. You are responsible for providing human oversight and evaluation of all AI generated content.	AI disclosure statement that names the person (you), tool(s) used, & how it/they were used must be submitted with your work along with link(s) to AI chat(s). Example disclosure statement: *"I used Gemini 2.5 to brainstorm, research, draft, and evaluate my work."*

Adapted by Vera Cubero for the North Carolina Department of Public Instruction (NCDPI) from the work of Dr. Leon Furze, Dr. Mike Perkins, Dr. Jasper Roe FHEA, & Dr. Jason Mcvaugh
Link to Original Work

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ATHLETIC/ACTIVITY ELIGIBILITY

Eligibilities are adopted as per the Pennsylvania Interscholastic Athletic Association, Inc. and are adjusted in accordance with P.I.A.A. adjustments. Any adjustments made by the P.I.A.A. supersede the rules listed below.

Know Your Eligibility Rules

A student who participates in interscholastic athletics at a school which is a member of the Pennsylvania Interscholastic Athletic Association, Inc. ("P.I.A.A.") must adhere to the P.I.A.A. eligibility rules for student athletes. If you fail to comply with the P.I.A.A. rules, you will lose your eligibility to represent your school in interscholastic athletics or approved activities. If you participate while ineligible, your school or team may be penalized. It is therefore important for you to be aware of the requirements to which you are subject.

The information contained here highlights and summarizes the major eligibility requirements you must meet in order to participate in interscholastic athletics or approved activities. It does not list every rule or every detail. Unless otherwise indicated, each requirement applies to grades 7 through 12. The principal of your school is responsible for certifying the eligibility of all students representing your school in interscholastic athletics. If you have any questions concerning your athletic eligibility, either present or future, you should see your school principal, who has a complete copy of all the P.I.A.A. eligibility rules. Your principal may also obtain from the appropriate P.I.A.A. District Committee a formal ruling as to your athletic eligibility.

Age

You may not have reached your 19th birthday by June 30 immediately preceding the school year.

Amateur Status and Awards

To be eligible to participate in a sport, you must be an amateur in that sport. You will lose your amateur status in a sport for at least a year if:

1. You, or your school, or an organization which you represent, receives money or property for or related to your athletic ability, performance, participation, or services.
2. You accept compensation for teaching, training or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in or officiating recreational activities, or for serving as a lifeguard at swimming areas.

You may receive awards only from your school, the sponsor of an athletic event, the news media, or a non-profit service organization approved by your school principal. Permissible awards are a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, metal, plaque, or similar trophy, which must bear appropriate organizational insignia or comparable identification.

Attendance

1. You must be regularly enrolled in your school and in full-time attendance there.
2. You are eligible only at the school at which you are enrolled.
3. If you are absent from school during a semester for a total of 20 or more school days, you will lose your eligibility until you have been in attendance for a total of 60 school days following your 20th day of absence.

Transfers

You are treated as having transferred whenever you change schools, even if you are out of school for a period of time before entering the new school. If you transfer from one school district to another, you are eligible immediately at the new school:

1. When you live with your natural or adoptive parents in the new school district.

2. When you live with a court-appointed legal guardian in the new school district, upon approval by the P.I.A.A. District Committee.

3. When you make your first transfer (in either direction) between a public school and a private school, which have overlapping school districts, so long as the transfer occurs at the beginning of the school year. A later first transfer will make you ineligible for 60 school days, and a second transfer will make you ineligible for a year.If you transfer from one school to another in whole or in part for athletic purposes, or if you were recruited, you will lose your athletic eligibility for a period not to exceed one year. This requirement applies even if you would otherwise be eligible at the school to which you transferred.

Period of Attendance and Participation and Grade Repetition

1. You will lose your eligibility when you have been in attendance more than eight semesters beyond the eighth grade. If you repeat a grade after eighth, you will be ineligible as a senior.

2. You may participate only one season in each sport during each school year.

Multiple Participation

You will lose your eligibility in a sport for the remainder of the season if, while a member of your high school team, you participate in an athletic contest as an individual or a member of another team in the same sport during the same season, unless your school principal waives this rule by sending an appropriate letter to the P.I.A.A. executive director v

Academic and Curricular Requirements

You must pursue a curriculum defined and approved by your principal as a full-time curriculum.

1. You must maintain an acceptable grade in that approved curriculum throughout each grading period. Your school will determine what constitutes an acceptable grade.
2. You must have passed at least four full-credit subjects or the equivalent during the previous grading period.

If you fail to meet these requirements, you will lose your eligibility for fifteen school days from the date of report card issuance.

On a weekly basis you must be passing four major credits or you will be ineligible for one week (Monday through Saturday).

All-Star Contests

You will lose your eligibility in a sport for one year if you participate in an all-star contest in that sport.

Out-Of-Season Participation

Almost all P.I.A.A. sports have a defined season. If your team conducts practice and/or plays a contest after the concluding date for the P.I.A.A. season in a sport, you will lose your eligibility for one year in that sport.

CONDITIONING SEASON

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

Sport	Before Game	Before Scrimmage
Girls Tennis	1 week	1 week
Cross Country	2 weeks	1 week
Field Hockey	2 weeks	1 week
Soccer	2 weeks	1 week
Football	3 weeks	1 week
Basketball (G&B)	2 weeks	1 week
Girls Wrestling	2 weeks	1 week
Wrestling	2 weeks	1 week
Boys Tennis	1 week	1 week
Track & Field	2 weeks	1 week
Girls Soccer	2 weeks	1 week
Baseball	2 weeks	1 week
Softball	2 weeks	1 week
Golf	3 days	3 days
Swimming	2 weeks	1 week

ACTIVITIES OFFERED AT WILSON AREA HIGH SCHOOL

Interscholastic Athletics (V-Varisty, JV-Junior Varsity, JH-Junior High)

Football V, JV, JH
Field Hockey V, JV
Cross Country V, (boys and girls)
Girls Tennis V
Girls Soccer V, JV
Golf (coed) V
Boys Soccer V, JV
Boys Basketball V, JV, JH
Girls Basketball V, JV, JH
Girls Wrestling V, JV
Wrestling V, JV, JH
Baseball V, JV
Softball V, JV, JH
Track V (boys and girls)
Boys Tennis V
Swimming – Cooperative sponsorship with Moravian Academy

Activities

Debate Team - The team will compete in the Lehigh-Northampton Debate League, comprising other schools in the Lehigh Valley. Students are required to research a controversial topic and speak in support of their position. This is excellent academic training for all students.

Book Club	National Honor Society (NHS)
Bowling Club	Pep Band
Chorus (Wilsonaires)	Presidents' Council
Competition Cheering	Prom Committee
Debate	Role Playing
Drama	SADD/STAR
Ecology (Green Club)	Scholastic Scrimmage
Echo (newspaper)	Ski Club
Engineering & Design Club	Student Athlete Advisory Committee(SAAC)
Family, Career & Community Leaders of America	Student Council
FBLA – Future Business Leaders of America	Student Supporters
Future Educators	Tabletop Gaming Club
Genders & Sexualities Alliance (GSA)	Tech Crew
Gifted IEP Coordinator	Volleyball Club
History Club	Warrior Club
HOSA (Health Occupations Students of America)	Warrior Community Pride Club
International Club	Warrior Service Club
Jazz Band	Weight Lifting Club
Key Club	Wilson Buddies
Marching Band	Winter Track
Military Club	World Travelers
Muslim Student Association	Yearbook Club (Les Memoires)

STUDENTS PARTICIPATING IN ANY HIGH SCHOOL CLUB OR EXTRA-CURRICULAR ACTIVITY MUST MEET THE ACADEMIC REQUIREMENTS LISTED FOR INTERSCHOLASTIC SPORTS.

Vocational Technical students must meet W.A.H.S. eligibility requirements to be permitted to participate in events sponsored by the VICA and HERO Clubs at the Career Institute of Technology.

INSURANCE FOR ATHLETES

Every boy or girl who wishes to participate in interscholastic sports must carry student accident insurance.

BEHAVIOR AT EXTRACURRICULAR ACTIVITIES
Behavior of students at all extra-curricular activities shall be governed by the behavior and discipline code of the Wilson Area School District. Students who violate that policy or violate basic tenets of good sportsmanship will be ejected from the activity and referred to school district personnel.

SENIOR PRIVILEGE AREA - PATIO
Purpose: A comprehensive policy of student discipline should include positive reinforcement for appropriate student behavior. In addition, it is the intent to increase the opportunity for students to learn and accept personal responsibility for their behavior as they progress through the school system. To that end, seniors at the high school who meet certain criteria may enjoy special limited privileges not afforded to underclassmen. This policy addresses the nature of those privileges, and specific criteria, and conditions upon which the privilege will be lost.

Nature of Privileges
Seniors who meet certain criteria will be allowed to eat lunch in the fenced in outdoor patio area, adjacent to the cafeteria during a regularly scheduled lunch period. Additionally, seniors who meet certain criteria will be allowed to use the patio area during a regularly scheduled cafeteria study hall. The patio area will be monitored by teachers assigned to lunch supervision and by study hall teachers. Students will also be responsible for monitoring their own behavior and for encouraging correct behavior by others on the patio.

Criteria
This privilege will be afforded to seniors who are earning a 60% grade or better in all major subjects. The privilege will give seniors motivation to do well during the school year. Any senior suspended in or out of school during the year, will lose the privilege.

Behavior Expectations
All infractions listed in the Behavior Policy of the Student Handbook will be enforced while students are in the Patio Area. The Patio Area is to be maintained in good order by the seniors using the facility. All debris is to be placed in appropriate containers and no materials are to be left in the area upon exiting. Materials may not be brought into the area from outside the school facility. Food brought into the area must transit the cafeteria. Students will sign out of study hall or lunch to the area. Students not authorized to be in the patio area are restricted. Violations of the patio area rules will result in closing the area to all the students for a period of 30 days.

Study Hall Release Privilege
Nature of Privileges
Students who meet certain criteria will be allowed to leave during their study hall. Students who have block 1 study hall will be allowed to arrive late to school but must arrive in time for block 2. Students that have a block 1 study hall, must check their grades and not have a grade less than 80% in order to miss block 1 study hall and arrive at school by 9:05 a.m. In order for students to leave during lunches, the student must have a study hall during that block. Students cannot leave just during lunch. Students must sign a waiver of responsibility, as well as get that same paper signed by their parents for permission.

Criteria
This privilege will be afforded to students who are earning a 80% grade or better in all classes. The privilege will give students motivation to do well during the school year. Any student suspended in or out of school during the year, will lose the privilege. The privilege may be reinstated upon administrative review and recommendation. Grades will be checked weekly.

BEHAVIOR EXPECTATIONS
Students are expected to be back in school in time for their next class. If late, that student will lose the privilege. Food and drinks cannot be brought back into the high school. Students must sign out **with a staff member** in order to leave.

PROM POLICIES
1. The purchaser of the tickets must be a member of the junior or senior class at Wilson Area High School.
2. The purchaser's escort must be a student in grades 9 through 12 or, if a graduate, must be under 21 years of age.
3. If the escort attends another high school, the escort's name and school attended must be provided to purchase tickets.

4. All escorts attending other schools will be required to have a form completed by an administrator in their school stating that he or she is a student in good standing who has adhered to all drug, alcohol, weapon, and discipline policies. If not, the student will not be permitted to attend the prom.
5. The personnel of WAHS and its security personnel reserve the right to ask for identification at any time. If a policy is proven to be violated, the offender will leave the prom by police escort.
6. To attend the prom, all WAHS students must attend school the entire morning on the day of the prom. If you wish to be dismissed after 2nd Block, you must return the dismissal form to the prom advisor signed by a parent or guardian at least one week prior to the prom.
7. All WAHS students who wish to attend the prom must be eligible according to the district's policies.
8. Any student who has purchased a ticket and is suspended on, or for the day, the day of the prom will not be permitted to attend. There will be no refund for the ticket cost.
9. All established policies of WAHS must be followed at the prom. Anyone found to have violated any of these policies will be escorted from the prom by the police.
10. The seating will be completed by a "first come, first serve" basis. Once you have selected a table, you cannot change this at a later date.

EXTRA-CURRICULAR DISCIPLINE CODE

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

Violation of these expectations will result in the following penalties:
1st offense - 1-week suspension from participation
2nd offense - 2 weeks' suspension from participation
3rd offense - 3 weeks' suspension from participation

The nature of the extra-curricular infraction may result in additional school discipline as determined by the WAHS student behavior code. Any additional offenses will be reviewed by the Principal and Athletic Director and could result in further suspension from participation. Students on in-school or out-of-school suspension are prohibited from participating in any athletic activity (practice or contests) for the duration of the suspension. A suspension includes the full 24-hour period of the day assigned.

Coaches will maintain individual team discipline/ behavior codes and submit them in written form to the principal and athletic director at least two weeks prior to the first practice date. Individual team codes must be approved by the athletic administration prior to their use. It is the coaches' responsibility to enforce all district policies and their team discipline codes and to inform the athletic director and/or principal.
Proper student behavior in school is a prerequisite for extra-curricular participation. Students and their parents will be warned via certified letter that any student who is suspended from school for a cumulative total of 12 days will be denied the opportunity for extra-curricular participation, commencing with the 12th day of school suspension. The removal from extra-curricular participation shall continue for one calendar year from the date of the 12th suspension.

Students on disciplinary ineligibility can apply for reinstatement at any time. The reinstatement process is as follows:

- The student completes a reinstatement application available from the Assistant Principal.
- Pending administrative review of the application, the student may be awarded probationary reinstatement.
- Probationary reinstatement will last a minimum of 30 school days, during which time the student may practice with a team/club but will not be eligible to participate in a game/event.
- During probationary reinstatement, the student can have no Level II or Level III infractions.
- After successful completion of the probation period, the student regains full eligibility.
- Administration can revoke the reinstatement back to the original date of ineligibility if the student incurs significant disciplinary infractions.

During the extra-curricular denial period, students will be permitted to attend as a spectator, any athletic, music, academic, arts, and literary activity or awards presentation, bonfire, pep rallies, assemblies, etc. provided that those events do not occur during a period of disciplinary suspension from school. Students will not be permitted to attend proms, dances, or post-prom parties.

Suspension from extra-curricular activities is subject to review by the superintendent of schools. There is no appeal to the School Board.

SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES

Any student in the Wilson Area School District found guilty of a violation of the drug and alcohol policy or convicted of a violation of law involving drugs and/or alcohol will be suspended from all extra-curricular activities for one calendar year. The suspension begins with the date of establishment of guilt by the principal or principal's designee, or the date of conviction of violation of law.

Eligibility lost following a first offense can be reduced to a 90 school days' suspension from extracurricular participation and a 90 school days' probationary reinstatement if the student agrees to and complies with the following:

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

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

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

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

NATIONAL HONOR SOCIETY

The National Honor Society was founded with the intent to foster the values of character, leadership, service, and scholarship in our nation's schools. Open to sophomores, juniors, and seniors; entrance to the Wilson Area Chapter of this elite organization requires that students demonstrate all of these qualities consistently. To that end, a successful applicant must:

1) Maintain a cumulative GPA of 4.0 or higher.
2) Complete a minimum of 20 documented hours of volunteer service to the school or community within the last year.
3) Be an active, current participant in a minimum of three school or community organizations. These may include a part-time job, sports, clubs, church organizations, community organizations, etc.
4) Demonstrate outstanding character.

All students maintaining the minimum GPA will receive an application that will be completed by the student and reviewed by a five-member faculty council. Those selected will officially be inducted at a formal ceremony at the end of the year. Once inducted, the student will be required to participate in the many functions of the society which include peer tutoring, fundraising for charity, and fostering the values of NHS within the school. If a student within the society fails to maintain the values of the chapter, they will receive a formal written warning from the faculty council with stipulations for corrective action. If the behavior remains uncorrected after this warning, the faculty council may vote to remove the student from the society.

STUDENT COUNCIL

The one organization in the school which represents everyone and speaks for everyone is the Student Council. It is an organization of students, elected by students, to serve as their official representatives in all matters which concern

the entire school. All students are urged to support the Student Council, for it can be successful only through your cooperation.

CONSTITUTION OF THE STUDENT COUNCIL OF WILSON AREA HIGH SCHOOL

PREAMBLE

We, the Student Council Representatives elected by the student body of Wilson Area High School, in an effort to practice good citizenship, do adopt this Constitution.

ARTICLE I
Name

The name of this organization shall be *The Student Council of Wilson Area High School.*

ARTICLE II
Purpose

The purpose of this organization is to provide an opportunity for student representation and participation in the internal government of the school, to promote good citizenship, to aid the administration of this school by furthering their policies for the advancement of the school and the student body, to foster school spirit among the students, to create and maintain high standards of conduct and courtesy in the school and all of its extracurricular activities, to initiate and support school activities, to induce an atmosphere of student-faculty cooperation, and to encourage and acknowledge scholastic achievement.

In carrying out this purpose, the Student Council shall recognize the superior authority and binding force of all acts, rules, and regulations made by the Board of Education and the faculty. With the cooperation of these bodies, the Student Council shall maintain the scholarship, discipline, and excellent reputation of Wilson Area High School.

ARTICLE III
Student Membership

SECTION 1: Qualifications. A nominee for Student Council (hereinafter called the "Council") membership shall be a regularly enrolled student of Wilson Area High School (hereinafter called the "School") and one who meets school district adopted requirements for extra-curricular activities prior to election as a Student Council Representative and during the entire year that he/she serves.

SECTION 2: Election of Representatives. Six Student Council Representatives shall be elected for each grade. Candidates must individually declare their candidacy to their grade. Twenty-five student signatures and a teacher recommendation will confirm eligibility of each candidate. Students will then interview with the advisor(s) in order to obtain a spot on the election ballot. When completed, students' names will appear on a ballot to be voted upon by their grade. Their term of office will be for the next academic school year.

ARTICLE IV
Presidency, Cabinet of Officers, Presidential Elections, Officer Elections, and Vacancies

SECTION 1: The Cabinet. The President and the Vice-President shall have a Cabinet of Officers. The Cabinet shall compose of a secretary, a treasurer, and a whip. If deemed necessary, new officer positions may be created by the Council following the procedure of constitutional amendments pursuant to Article X.

SECTION 2: Duties of the Presidency:

1. The President and/or Vice-President shall be required to report to the student body on matters discussed by the Council during class meeting times, twice a year. The President and/or Vice-President shall also be required to provide an opportunity for students to ask questions about matters relating to the Council. To fulfill these requirements, time may be used from class meetings and assemblies or special assemblies may be planned with the approval of the principal, literature may be distributed, or other means may be used that the Council approves.
2. The President shall preside at all meetings of the Council. He/she is empowered to call meeting of the Council at his/her discretion. He/she shall appoint all standing and special committees authorized by the Council and shall serve as ex-officio member of all committees. As President of the student body he/she shall preside at all meetings of the same and shall represent the student body at all public functions of the same. The President shall be required to read the Constitution at the first Council meeting every year and to clarify any misunderstandings within it.
3. The Vice-President shall preside at all meetings of the Council and student body in the absence of the President or at the call of the President. The Vice-President shall also be responsible for the advancement and growth of the student clubs associated with the School.

SECTION 3: Duties of the Officers:

1. The Secretary shall be responsible for writing and keeping accurately the minutes of Council meetings. Other responsibilities shall include record of attendance of Council meetings and preparing the agenda for Cabinet meetings and general Council meetings.
2. The Treasurer shall be responsible for the collection, safe-keeping, accurate recording, and payment of all Council money, the receipt and payment of which shall come within the province of the Council.
3. The Whip shall be responsible to record the attendance and performance of all members of the Council.
4. All officers shall be required to attend any and all Student Council functions including dances, assemblies, and special events.

SECTION 4: Supremacy. The President, the Vice-President, and the Cabinet of Officers shall have the right to vote in any meeting of the Council.

SECTION 5: Qualifications of officers. All nominees for office shall meet the qualifications for Council memberships as stated in Article III, Section I. Students enrolled in Grades 9, 10, or 11 may file petitions for the office of the President and Vice-President as a team. One of the two students in that team seeking office shall be required to have had one year of active participation in the Council.

SECTION 6: Presidential Elections:

1. Nomination of interested and qualified students for the offices of President and Vice-President as a team shall be by signed petition from the student body. Fifty students currently enrolled in Grade 9, 10, and 11, may sign the petitions of a candidate. A student may only sign one candidate's petition for office. Three teacher recommendations and an administrative recommendation will be required upon the seeking of nomination.
2. Any officer or representative that has had impeachment proceedings brought up against him/her, is absolutely barred from seeking re-election to the Council either as an officer or as a representative for the remainder of his/her stay at Wilson Area High School.
3. All eligible petitions must be completed and filed by 3:00 P.M. on the third Friday in May.
4. Time reservation for a school assembly for platform speeches and student voting shall take place at such time as designated by the School office. Speeches will not contain any unacceptable comments, which would result in an inappropriate response from the audience. Candidates are not permitted to inflict any physical harm to oneself or to anyone else. Candidates wishing to promote themselves by displaying signs are permitted twenty-five signs per candidate. Maximum size for signs is 8 ½" x 14", one out of the twenty-five may be at a maximum 22" x 28".
5. The President and Vice-President shall be elected as a team by the student body. The team receiving the majority of votes shall be declared elected to the offices of President and Vice-President. Should a majority not exist, a runoff of the two highest shall be held.
6. Any student who was placed on student council probation the previous year will not be eligible to run for president or vice president.
7. At the first Council meeting of the new school year, the President and the Vice-President shall be installed by the Principal, who shall administer the following oath of office:

"I (*Name*) do solemnly swear to uphold the Constitution of the Student Council of Wilson Area High School, to faithfully perform the duties of my office to the best of my ability, to set a good example for the student body, to do my best to maintain good-will between the students and faculty, to try to influence the student body to properly use school property, and to help keep our school morale high."

SECTION 7: Officer Elections:

1. Election of the officers shall be by secret ballot by Council members at the first meeting of the following school term. Candidates for these offices shall be required to declare their candidacy to the President and the Council prior to actual voting.
2. At the first Council meeting of the new school year, the officers shall be installed by the President, who shall administer the following oath of office:

"I (*Name*) do solemnly swear to uphold the Constitution of the Student Council of Wilson Area High School, to faithfully perform the duties of my office to the best of my ability, to set a good example for the student body, to do

my best to maintain good-will between the students and faculty, to try to influence the student body to properly use school property, and to help keep our school morale high."

SECTION 8: Vacancies.

1. In the event the Presidency is vacant, the Vice-President shall assume the office of the President.
2. In the event that the office of the Vice-President is vacant, the office is to be filled by election within the Council. The election procedure should follow that of the other officers (e.g. Treasurer). A candidate to fill this vacancy must be a current elected member of the Council.
3. In the event that the Presidency and Vice-Presidency are both vacant, because of removal or other reasons, a special election by the student body must be called with voting taking place within two weeks, after the double vacancy shall have occurred. A new election must follow all guidelines of the original election. The Council will elect new officers. If the vacancy occurs after January 1, the Council will elect the President and Vice President from within the Council.
4. In the event that other officers are removed from office, the vacancy is to be filled by an election from within the Council. A candidate to fill such vacancies must be a current elected member of the Council.

SECTION 9: Student Body Attendance.

1. Students not elected as members of the Council may attend the Council meetings as observers and may also participate in Council discussions with the consent of the President or advisor. Students may bring a matter before the Council after he/she has discussed the matter with the President or advisor.

ARTICLE V
Council Powers, Member Duties, and Voting

SECTION 1: Powers. The Council shall have the power to: (1) decide questions pertaining to student activities and make proposals for such activities; (2) make such regulations concerning student activities and conduct as lie within the scope of student responsibility; (3) investigate and report on questions referred to it by the administration or faculty for counsel; (4) refer any questions requiring the cooperation of the entire school to a referendum vote; (5) make regulations governing the Council; (6) order special elections to fill vacancies in the Council; (7) revise and publish the handbook for distribution on the first day of school.

SECTION 2: Duties of Members. It shall be the duty of each member of the Council to represent his/her grade at Council meetings and to inform his/her grade of proposals under consideration of the Council. If a member shall not adhere to this requirement, or 1/3 of his/her grade certifies by petition that he/she is no longer fit to be a member of the Council, and the petition has been certified by the Council advisor, an Election Committee shall decide whether or not a new election shall be held, supervised by the Council.

SECTION 3: Voting. With the exception of ratification and all constitutional amendments, a simple majority vote by the members of Council is needed to enact a decision and/or initiative.

ARTICLE VI
Removal of Officers

The sole right of initiating the removal of the President, Vice-President, or any other officer of the Council, shall be vested in the student body. If a petition containing the names of at least 20% of the student body calling for removal of an officer. A Council hearing shall be formed in which the organizers of the petition must present their evidence and clarify their charges to the Council. The Council shall first vote on whether or not the charges brought before it are valid. If the charges are determined valid, the Council shall by two-thirds vote, either remove the officer or indicate that the charges are true, but not serious enough to warrant removal.

ARTICLE VII
Disciplinary Guidelines

SECTION 1: Disciplinary Guidelines.

1. Any officer, representative, or alternate that is suspended from school (in-school or out of school) for more than three days will be automatically suspended from the Council for the remainder of that academic year.
2. Failure to come to a **mandatory** function sponsored by the Student Council (without prior consent of the faculty advisor) will result in probation for one month. After this period of probation, a meeting will be held between the officer and the Student Council member on probation. If a member is placed twice, further discipline actions will be discussed at the next officer's meeting. At this time the officers will discuss

whether or not to remove the member from Student Council. If a student is removed from Student Council, he or she will also be ineligible to run for any Council office in next academic year.

3. In the event that the President, Vice-President, or any officer is suspended from the Council, the vacancy shall be filled by the procedures outlined in Article IV, Section 8. In the event that a Student Council Representative is suspended from the Council, a new representative will be invited to join Student Council from the previous election list. If there are no other students from that list, new applications will be accepted and they will be voted into place by their grade.

ARTICLE VIII
Committees

SECTION 1: Standing Committees. Committee members shall consist of members of the Council, and/or members of the faculty, and/or interested members of the student body who are not elected members of the Council. Announcements concerning the formation of each committee must be made 1 full week prior to the standing committee meeting.

1. Fundraising Committee – To be responsible for the school store, charitable gifts, and donations.
2. Assembly Committee – To plan and execute assembly programs, dances, and any events with outside participants.
3. Student Government Committee – To revise and publish the student handbook; review and, if necessary, revise the Council constitution. They are responsible to draft, revise, supervise, and to make known the policies concerning the election of officers and Student Council representatives. The Student Government Committee is also required to insure the election policies and that the candidates and campaign managers involved in the election abide by procedures.

ARTICLE IX
Ratification

This Constitution shall go into effect as soon as two-thirds of the elected Council members shall have ratified it.

ARTICLE X
Amendment

This Constitution may be amended by a two-thirds vote of those present at a stated Council meeting, provided such amendment has been proposed at a preceding regular meeting.

CLASS COUNCIL ELECTION PROCEDURE

Recommendations concerning class elections:

1. Nominations for class officers and general class members will be taken at the first class meeting of the school year. The Student Council recommends an additional five general class members to be nominated to form a Class Council.
2. After nominations, the class advisors will check school records to make certain that nominees meet all PIAA requirements.
3. Elections shall be held the first Friday following class meeting day.
4. Elections shall be held by closed ballot.
5. Student Council Representatives shall take all ballots to class advisors who shall count the ballots.
6. Results of all class elections shall be announced at the end of the school day on Friday, thereby allowing C.I.T. students to vote when they return to school at 11:30.

The Student Council has made these recommendations to be used as uniform guidelines for all class elections. Nominations shall be determined by class advisors, and all ballots will be counted by class advisors.

Homeless Act: McKinney Vento Act

About Homeless Act-McKinney Vento Act

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

McKinney-Vento Act Basics At-a-Glance:

What is the definition of a "homeless youth" under McKinney-Vento?

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

What situations fit this definition?

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

How does McKinney-Vento help these students?

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

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

Where can I find more information for Pennsylvania?

You can visit the PA Education for Children and Youth Experiencing Homelessness site.

WASD Homeless Liaison: Laura Samson – 484-373-6000 – lsamson@wilsonareasd.org