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WILSON AREA SCHOOL DISTRICT

STRATEGIC PLAN

Vision Statement

We believe that the ideal school will provide a variety of educational learning experiences that will allow all students to be challenged to their fullest potential, to continue as lifelong learners, and to become responsible and productive citizens of a global society.

Belief Statements

We believe:

- ◆ The educational environment must encourage the free exchange of ideas.
- ◆ There shall be high academic expectations for each individual student.
- ◆ Students shall be active, responsible participants in the learning environment.
- ◆ All students can become educated users of advanced technology.
- ◆ All students shall have the opportunity to experience a variety of activities which will encourage them to become productive citizens.
- ◆ Schools shall prepare all students to be self-directed, life-long learners.
- ◆ Schools shall prepare all students to be concerned stewards of the global environment.
- ◆ Students, teachers, parents, and community members should have access to appropriate tools of learning.
- ◆ The school district and community exist to serve society.
- ◆ Schools should help students develop capabilities, talents, self-understanding, and a feeling of self-worth.
- ◆ Schools should help students develop the skills necessary to locate and manage information, solve problems, and make decisions, including the processes of analysis, synthesis, creativity, and evaluation.
- ◆ Schools should prepare students to be healthy, continuously developing individuals in a world which change is normal and constant.
- ◆ Schools should convey to students the need for honesty, integrity, individual responsibility, and appreciation of differences.
- ◆ Schools should provide a safe and healthy environment for students to learn.

WILSON AREA SCHOOL DISTRICT

Mission Statement

ENTER TO LEARN...

The Wilson Area School District will provide a variety of learning experiences designed to allow all students to meet their fullest potential, to become lifelong learners, and to become responsible and productive citizens who will lead fulfilling lives.

The district and community will form a partnership in educating the students so that they may

...GO FORTH TO SERVE.

AVONA ELEMENTARY SCHOOL FACULTY & STAFF DIRECTORY

2317 Front Street, Easton, PA 18042

Phone: 484-373-6250

Fax: 610-258-9407

Principal

Mr. Michael Chromey

Title I Teacher/Reading Specialist

Miss Sharon Ann Burns

School Secretary

Mrs. Stacy Izarek

Psychologist

Mr. James Murphy

Guidance

Ms. Kristie Farkas

Speech

Ms. Ashley Bennett

Kindergarten

Mrs. Erica Brodhead

Miss Alyssa Critelli

RtII

Ms. Elise Young

First Grade

Miss Kayla Jones

Mrs. Megan Vogel*

Art

Miss Kaitlyn Lutz

Second Grade

Mrs. Renee Hampton

Mrs. Joanne Skrobak

Instrumental Music

Mrs. Nancy Moninghoff

Mr. Matt Alercia

Third Grade

Mrs. Stefanie Riehl

Mrs. Valerie Statler

Library

Mrs. Gwen Weidner

Fourth Grade

Mr. Mike Greene

Mrs. Trudi Wilson

Music

Mrs. Donna Dillon

Enrichment

Mrs. Michele Wohlbach

Physical Education/Health

Mr. Ron Hannis

ESL

Miss Aida Rodriguez

Support Aide

Mrs. Stephanie Luzzetti

Nurses

Mrs. Mary Jo Maff

Mrs. Mary Majewski

Mrs. Nancy Rath

Recess Aides

Mrs. Sandra Jablonski

Mrs. Jennifer Hindmarch

*(Maternity Leave)

Custodians

Mr. Frank Moskella

Mrs. Gayle Ryan

Ms. Diane Sell

Mr. Tom Shatto

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

Principal

Mr. Kevin Steidle

Learning Support/Resource

Mrs. Brenda Carvis
TBA

Nurses

Mrs. Mary Jo Maff
Mrs. Nancy Rath

School Secretary

Mrs. Donna Petty

Reading Specialist

Mrs. Donna Binn

Psychologist

Mr. Alex Hirsch

Guidance/RtII

Mrs. Phyllis Bolognini

Speech

Ms. Ashley Bennett

Recess Aide

Mrs. Jennifer Hindmarch

Kindergarten

Mrs. Rebecca Bennett
Mrs. Rebecca Lombardo

Art

Miss Kaitlyn Lutz

Support Aides

Mrs. Nicci Fisher
Mrs. Michele Roscioli
Mrs. Mary Etta Sortino

First Grade

Mrs. Jacqueline Kohler*
Mrs. Heather Maginn*
Miss Samantha Strickler

Instrumental Music

Mrs. Nancy Moninghoff

IU#20

Mrs. Tracy Riedinger
Mrs. Amanda Taylor

Second Grade

Mrs. Tara Buskirk
Mrs. Judy Fisher

Library

Mrs. Anita Cosslett
Mrs. Jamie Silfies

Support Aides - IU #20

Mrs. Suzanne Holup – IU #20
Ms. Katie Fontanille – IU#20
Ms. Patricia Harms – IU#20
Mrs. Lisa Blasko- IU#20
Mrs. Janet Wallen – IU#20

Third Grade

Mrs. Rebecca Dickson
Mrs. Amy Carlin
Mrs. Tracey Silfies

Music

Mrs. Donna Dillon

*(Maternity Leave)

Fourth Grade

Mrs. Rayanne Parry
Mrs. Stacey Polgar

Physical Education/Health

Mr. Ron Hannis

Custodians

Mr. Kevin Bange
Mr. Randy Perruso
Mr. Jack Singer
Ms. Kristal Wallace
Ms. Elisabeth Ryerson

Enrichment

Mrs. Michele Wohlbach

WILSON BOROUGH ELEMENTARY SCHOOL FACULTY & STAFF DIRECTORY
301 South 21st Street, Easton, PA 18042-3807
Phone: 484-373-6220
Fax: 610-258-9436

Principal

Mrs. Amy Austin

Enrichment

Ms. Michele Wolhbach

Library

Mrs. Anita Cosslett

School Secretary

Mrs. Sandy Illick

Guidance

Ms. Kristie Farkas

Psychologist

Mr. James Murphy

Kindergarten

Mrs. Stephanie Hicks

Ms. Laurie Shaffer

Special Education

Mrs. Ruthann Cookson

Ms. Kelly Benkovic

Mrs. Margaret Scheihing

Ms. Ashley Kimmet

Physical Education/Health

Mr. Ron Hannis

Mrs. Anne Skutches

First Grade

Ms. Ashley Dally

Ms. Emily Zimmer

Mrs. Carol Monkiewicz

Mrs. Patricia Ulshafer

RtII

Ms. Elise Young

Nurse

Mrs. Mary Jo Maff

Mrs. Mary Majewski

Second Grade

Mrs. Kimberly Hannis

Miss Robin Lanni

Mrs. Teresa Soden

Mrs. Megan Wert

Speech

Ms. Holly Hendershot

Recess Aide

Mrs. Sandra Jablonski

Third Grade

Mrs. Sarah Kish

Mrs. Chelsey Diefenderfer

Mrs. Amanda Powell

Mrs. Shannon Fritz

Title I Teacher/Reading Specialist

Mrs. Jessica Ryan

Miss Alexandra Mindler

Support Aides

Mrs. Kathy Bange

Mrs. Patricia Barr

Ms. Sherri Keiter

Mrs. Ellen Kirkpatrick

Fourth Grade

Miss Allison Breiner

Ms. Elizabeth Demko

Mr. Douglas Schneck

Mr. Russell Steger

Art

Mrs. Carol Kamph

Instrumental Music/Music

Mr. Matthew Alercia

Mrs. Nancy Moninghoff

Custodians

Mr. Gary Dalrymple

Mr. David Heller

Mr. Phillip Heymach

Mr. Robbie Killey

Mr. David Little

Mr. David Heller

SECTION II - ATTENDANCE INFORMATION

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

- Students should not arrive before 8:40 AM, which is when they will be permitted to enter the buildings. Students arriving early will be requested to stand in an orderly fashion in an assigned area outside of the building.
- Grades 1 to 4 & EDK - 8:55 AM to 3:15 PM.
- AM Kindergarten - 8:55 AM to 11:50 AM.
- PM Kindergarten - 12:20 PM to 3:15 PM.
- All students are expected to leave for home at dismissal unless they are requested to stay by a teacher/administrator.

ARRIVING LATE / LEAVING EARLY

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

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

FIELD TRIPS

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

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

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

REPORTING ABSENCES and REQUESTING HOMEWORK

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

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

REQUEST FOR EXCUSED ABSENCE FROM SCHOOL

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

SECTION III - HOME AND SCHOOL SERVICES

ANNOUNCEMENTS AND NOTICES

Any organization wishing to send announcements home with the children must first have approval from an elementary principal.

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

BIRTHDAYS

In adherence with the Wilson Area School District Student Wellness Policy #5141.2 and state regulations, as well as concerns over student food allergies, we cannot permit food items to be sent to school in honor of a child's birthday or other special event. The Wilson Area School District Student Wellness Policy is contained within the Parent/Student Handbook on page 39 for your review.

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

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

HOME SCHOOL COMMUNICATION

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

INSURANCE

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

NEED FOR PARENT COOPERATION

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

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

PARENT TEACHER ASSOCIATIONS (PTA) MEETINGS

AVONA ELEMENTARY SCHOOL PTA:

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

WILLIAMS TOWNSHIP ELEMENTARY SCHOOL PTA:

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

WILSON BOROUGH ELEMENTARY SCHOOL PTA:

Please refer to your school calendar for information about the dates and times of the Wilson Borough Elementary School PTA meetings.

REPORT CARDS

Report cards will be issued in four marking periods for grades first through fourth. Conferences will be scheduled on early dismissal days as needed by all teachers. Report cards may be delivered to parents at these conferences.

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

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

WEBSITE

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

SECTION IV - STUDENT SERVICES

GIFTED TESTING

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

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

GUIDANCE SERVICES

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

Services for Students:

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

Services for Parents:

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

Services for Teachers:

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

RESPONSE TO INSTRUCTION AND INTERVENTION (RtII)

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

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

SECTION V - EMERGENCY INFORMATION

EMERGENCY CARDS

During the first full week of school students are requested to return a completed emergency card. Several contact people should be listed in case parents can not be reached. Arrangements should be made to pick up sick children as quickly as possible. Parents must promptly report any change of information to the school nurse or secretary.

FIRE DRILLS

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

GREEN ALERT DRILL

Green Alert Drills may be held throughout the school year. When the Green Alert announcement is made over the loudspeaker, students should follow the instructions of the staff member in the room. The following rules will hold:

1. No talking
2. Listen to emergency directions given by staff
3. Relocate in an orderly fashion

RED ALERT DRILLS

Red Alert Drills or Lock Down procedures are designed to prepare for the appropriate student response in the case of incidents that threaten the safety and welfare of the children and staff inside the building. Red Alert Drills are held periodically throughout the school year. Teachers review Red Alert Drill procedures which ensure that all students and staff are locked safely in classrooms, out of the view of intruders.

SNOW DELAYS AND SCHOOL CANCELLATIONS

The following radio stations broadcast information regarding school cancellations, delays and early dismissals during periods of inclement weather.

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

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

WFMZ-www.WFMZ.com

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

SECTION VI – BREAKFAST AND LUNCH PROGRAMS

FREE OR REDUCED MEALS

Application forms for free or reduced meals will be sent out during the first week of school. Forms should be promptly returned to the school nurse who will evaluate and process them. The district will notify all applicants in writing on the status of the application. As mandated by the Federal and State Governments, any change in the family's financial status must be reported immediately.

BREAKFAST PROGRAM

Students will be able to purchase a cold breakfast at school for \$1.20. Breakfast will be served only at Wilson Borough and Avona Elementary schools at 8:25 a.m. Students who qualify for free or reduced lunches will also be eligible for free or reduced breakfasts. Breakfast will not be served if the start of the school day is delayed due to poor weather conditions.

Please note:If your child is not eating breakfast at school, he/she should arrive between 8:40 a.m. and 8:55 a.m.

CAFETERIA CONDUCT

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

- Enter and leave cafeteria in an orderly manner.
- Maintain an "inside voice" while in the cafeteria.
- Raise your hand if you need to be excused or leave your seat for any reason.
- To ensure safety for all, please do not send glass containers, knives, or scissors with your child's lunch.
- Eat only what you brought or purchased for breakfast or lunch, sharing food is not permitted.
- Observe safety guidelines at Peanut Free lunch table/tables.
- Clean up your area and discard garbage as directed.
- When signal is given, become silent immediately.
- Treat classmates and staff with respect.
- Healthy choices for lunch beverages do not include sodas and carbonated beverages.

SCHOOL MENUS

A menu is sent home monthly and is published weekly in the Express Times and the Morning Call. The lunch menu is also available on the district website, www.wilsonareasd.org. The cafeteria uses a computerized debit system to which you may deposit money for your child's purchased lunches. Parents can view their child's account by visiting www.payforit.net and entering their child's student identification number. Children may choose to bring a bag lunch. Milk may be purchased daily. Drinks in glass containers and/or carbonated beverages are not permitted. Encourage your child to eat lunch regularly and remind them not to waste food.

PRICES FOR SCHOOL MEALS:

Breakfast	\$1.20
Lunch	\$2.10
Milk	\$0.40

SECTION VII – STUDENT CONDUCT AND RESPONSIBILITY

DAMAGES TO SCHOOL PROPERTY AND CAFETERIA CHARGES

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

HALLWAY CONDUCT AND SAFETY

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

ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL

Students are reminded that they should not bring items to school that are not essential to instruction such as toys, electronic games, trading cards, etc. These items should be left at home (please refer to Policy #5114.1 on page 50). Anything that could be construed as a weapon should be left home (please refer to Policy #5114.2 on page 28). Cell phone use is governed according to Policy #5114.1 (please see page 50).

STUDENT DRESS

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

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

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

SECTION VIII – SCHOOL DISTRICT POLICIES

BULLYING/CYBER BULLYING POLICY

Policy #5115.1

Purpose	The goal of the Wilson Area School District is to provide a safe, positive learning climate for students. The Board of Education is committed to the goal of creating and maintaining a school environment where all students and employees are treated with respect and dignity, and are free from bullying, intimidation and harassment. Bullying is a violation of our district’s core values and will not be tolerated. The action of any one person or group of individuals that threatens the health and safety of students and/or staff will be promptly addressed.
Definition	Bullying takes the form of many different behaviors and shall be defined as repeated and systematic harassment and/or attacks on others perpetrated by individuals or groups. Bullying, as defined in this policy, includes cyberbullying. Bullying is also defined as intentional electronic, written, verbal, or physical acts or series of acts directed at another student or students, 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

Authority

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each 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. If a staff member believes that his/her intervention has not resolved the matter, he/she shall report the bullying to the school administration for further investigation. This investigation may include interviews with students, parents, and school staff, reviews of school records, and any other appropriate means of investigation.

If the investigation results in a substantiated charge of bullying, the school district shall take prompt action to eliminate any further bullying. Complaints involving bullying at the building level may be resolved informally through confidential mediation, counseling, or informal discussion. If a satisfactory, informal resolution is reached, no further investigation or action is required.

A substantiated charge against a student shall subject the offender to disciplinary action, consistent with the School District Code of Conduct, School District Acceptable Use of Internet Policy, and any other applicable Board policy, and may include detention, suspension, expulsion and referral to law enforcement. All verified incidents of bullying are recorded and retained at both the building and district levels and placed on state violence reports as required.

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.

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

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

Education The school setting provides an opportunity to teach children and emphasize among staff that cooperation and respect of others is a District value. District adopted anti-bullying programs are designed to decrease incidents of bullying, and to help students build supportive relationships with one another. Staff members are in-serviced on the warning signs of bullying as well as their responsibility to be actively involved in the prevention of bullying.

GANG POLICY

Policy # 5115.2

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:

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 Central Administration.

BUS REGULATIONS

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

BUS TRANSPORTATION POLICY

Policy # 3545.1

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

SAFETY AND STUDENT CONDUCT ON SCHOOL VEHICLES

Authority

Appropriate conduct is essential for the health and safety of students transported on school district vehicles. Student conduct while waiting for, riding on, or departing from school vehicles is within the authority of the Board, Superintendent, Administration, and Transportation Department Staff.

A student whose misconduct violates this policy while waiting for, riding on, or departing from school vehicles shall be subject to loss of riding privileges. The student may also be subject to disciplinary measures including suspension and expulsion from school pursuant to related student discipline policies.

Guidelines

Students who are eligible for bus transportation and wish to use this service cannot have the option of occasionally walking home instead of using the bus. Students are expected to use the same stop and bus for the school year.

The following behavior is to be adhered to by all students who use the District transportation system:

1. Be ready to board the bus five (5) minutes prior to pick up time and line up to enter the bus in an orderly manner.
2. Be careful in approaching the school bus stop.
3. Wait until the bus is at a complete standstill before attempting to enter.
4. Remain off the road at all times and behave in a safe manner while waiting for the bus.
5. When it is necessary to cross the road after getting off the bus, cross immediately in front of the bus and look both ways to make sure that traffic is not approaching
6. Assist in keeping the bus as safe and sanitary as possible at all times.
7. Practice courtesy to fellow students, assist bus driver whenever possible, particularly with small children.

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

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

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

The following guidelines are established for reporting and investigating violations:

1. The driver will complete a misconduct report describing the misconduct of the student or students involved and immediately submit a copy to his/her supervisor.
2. The driver shall also submit a copy of the misconduct report to the appropriate administrator no later than the morning following the incident.
3. The administrator shall review the misconduct report and investigate the incident to determine what action, if any, is appropriate against the student or students involved. If necessary, the administrator will meet with the parents, students, driver, and transportation supervisor. Video tapes, if available, may be used by the principal in the investigation.

Disciplinary Action Sequence For Bus Misconduct

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

Video Cameras on Transportation Vehicles

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

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

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

Student Safety

Emergency evacuation drills shall be conducted during the months of September and March and shall include practice and instruction concerning the location, use, and operation of emergency doors and fire extinguishers and the proper evacuation of vehicles in the event of fires and accidents. The Transportation Department shall schedule this program.

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 developmental level. All homework assigned should clearly be based upon a viable and understood purpose.

- To assist students in developing positive work and study habits and attitudes.
- To provide practice for reinforcement of learning that a student has acquired and must learn to master.
- Discovery and preparation for the subsequent lesson when this preparation can increase interest, motivation and impact significantly on student learning.
- To provide 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 student 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.

IMMUNIZATION POLICY

Policy #5141

As of August 1997, the Commonwealth of Pennsylvania adopted new school immunization requirements. The following immunizations are required by all new enrollees prior to entry into school for the first time.

- 4 properly spaced doses of Diphtheria and Tetanus (DPT, DTaP or DT) - 3 doses given as part of the infant immunization series with 1 dose administered after the fourth (4th) birthday
- 3 properly spaced doses of Polio Vaccine (IPV or OPV) - given as part of the infant immunization series
- 2 properly spaced doses of Measles (Rebeola) Vaccine - preferably given as MMRII with the first dose administered at 12 months of age or older
- 1 dose of German Measles (Rubella) Vaccine - preferably given as MMRII at age 12 months
- 1 dose of Mumps Vaccine - preferably given as MMRII at age 12 months
- 3 properly spaced doses of Hepatitis B Vaccine
- 2 doses of Varicella Vaccine (or proof of having had Chicken Pox)

* Two exemptions are allowed: Medical and Religious reasons.

* Students transferring into the Wilson Area School District without the recommended immunizations must consult with the school nurse prior to entry.

VOLUNTEERS, VOLUNTEER COACHES, AND CHAPERONES Policy # 1333

Purpose

The Wilson Area School District encourages the involvement of volunteers in all facets of the school community. The District recognizes the benefit to students when volunteers give

their time and skills in both the academic and extracurricular activities of the school. Volunteers act as classroom tutors, library aides, monitors, and coaches. It is also the responsibility of the District to assure a positive and safe environment for students.

Volunteers

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

Volunteer Coaches

Adults who wish to volunteer their time and expertise to assist paid coaches in the District may make application to the High School Principal and/or Athletic Director. Such application must include the appropriate clearances as required by law, including Act 34, Act 151, and Act 114 clearances. Per Act 153 of 2014, all school volunteers having direct contact with children must obtain new clearances every five years. All individuals, seeking to serve as a volunteer coach for the first time, must obtain all clearances. Active volunteer coaches who have continuously resided in Pennsylvania for ten (10) years and affirms in writing (by completing the W.A.S.D. Volunteer Certification Form) that he or she has never been convicted of a disqualifying crime in Pennsylvania, or the corresponding under the laws of any other jurisdiction, they need only renew the Act 151-Child Abuse Clearance and the Act 34-State Police Criminal Clearance.

The cost of the clearances is to be borne initially by the volunteer coach. The District will reimburse a volunteer coach at successful completion of their season. The Board of School Directors will approve volunteer coaches who have administrative recommendation at a regular Board Meeting. Volunteer coaches, once appointed, serve at the will of the Head Coach, and may be released if their services are no longer needed.

Chaperones

Any adult who is not a District employee must obtain the appropriate clearances as require by law, including but not limited to Act 34, Act 151, and Act 114 clearances, before accompanying any student group on a fieldtrip (with the exception of volunteers who are exempt from obtaining their 114 clearances per the policy). The trip chaperones must submit their original clearances to the building principal, who will verify and approve submission.

The expense of obtaining these clearances will be borne by the individual, not by the district. There will be no reimbursement for clearances for trip chaperones.

For overnight accommodations, trip chaperones and volunteers will be assigned student groups according to gender -- males will supervise male students, and females will supervise female students.

This policy is effective upon date of adoption or revision.

The Superintendent will develop procedures for notice and implementation of this policy.

SCHOOL VISITORS POLICY

Policy #1333.1

Purpose	The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure safety and order in the schools, it is necessary for the Board to establish policy-governing school visits.
Definition	Visitors are defined as individuals who have been invited to the school or have obtained prior approval to participate in or view a school or classroom activity during normal school-operating hours. School visitors are not permitted to supervise students.
Delegation of Responsibility	The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines.
Guidelines	<p>After the start of the school day, visitors to the school shall use only one (1) entrance. All other entrances shall be locked.</p> <p>Upon arrival at the school, visitors must register at the office where they will be required to sign in and receive a visitor's badge.</p> <p>Staff members shall be expected to require that a visitor has registered at the school office and received authorization to participate in or view a school-wide or classroom activity.</p> <p>All visitors must sign out prior to leaving the building.</p> <p>At the building principal's discretion, alternate school visitor procedures can be utilized, including requiring the appropriate clearances, to ensure safety and order.</p>

PROHIBITION OF WEAPONS POLICY

Policy #5114.2

1. PURPOSE

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

2. DEFINITIONS

A “weapon” is defined as any loaded or unloaded firearm (including any pellet guns, B.B. guns and look-alike firearm); an explosive device or any kind; a knife, cutting instrument, cutting tool, or any other tool, instrument or implement that is capable of inflicting serious bodily injury and is not reasonably related to education such as chains, brass knuckles, night sticks, ax handles, numchuk (s), etc. For purposes of this policy, firearm is defined in accordance with United States code, Title 18, Section 921. The foregoing does not apply to any object which has been specifically authorized by school officials, which may include antique firearms, a sporting or recreational firearm, or Army surplus ordinance.

A student is deemed to be in possession of any illegal and/or banned item(s) under this policy when such item(s) is found on the person of the student, on his/her possessions, under his/her control, on property being used by the school or at any school function, or activity, or any school event held away from the school, or if the student enters the Drug-Free School Zone surrounding the schools while on his/her way to school.

This prohibition shall not apply to any weapon (a) if it is brought to school by a student for an approved academic or extracurricular purpose; and (b) if it is a firearm which is not loaded and/or rendered mechanically incapable of being fired; and (c) it is properly encased and locked.

3. GUIDELINES

If, after appropriate due process proceedings and notice, a student is found to be in possession of or transporting a weapon during school hours or activities on school property, regardless of intent, that student will immediately be reported to the local police, scheduled for informal hearing, cited for a suspension, and referred to the Superintendent.

In accordance with federal and state law, the Superintendent shall expel from school, for a period of not less than one (1) calendar year, any student who is found in possession of or transporting a weapon, as defined in this policy, and shall report such incidents to the Department of Education. The Superintendent may modify the one (1) year expulsion requirement on a case-by-case in order to conform to the provisions of the Individual with Disabilities Education Act.

The Superintendent may expel or suspend from school any student who is found in possession of or transporting harmful implements. Such determination will be made based upon degree of danger, intent, and potential for harm to others.

Any student who violates this policy will be referred to the criminal justice or juvenile delinquency system, as required by law.

4. PROCEDURES

Any professional staff member or school employee who suspects or ascertains that a student is in possession of a weapon as defined in this policy shall immediately inform

the building principal who will conduct a complete investigation. Upon confiscation of a weapon, the principal must immediately notify and/or summon;

1. the local police,
2. Superintendent, and
3. the parents of any and all students involved in the incident.

Upon just cause of suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student refuses to permit a search, the principal will immediately summon the police and request police assistance. Parents will be notified as soon as possible. The Superintendent will develop a public statement and will inform the Board Members. The principal and Superintendent will coordinate the informal hearing procedure, (e.g., investigation, securing written statements, witness statements and anecdotal records substantiating the charges of possessing, transmitting and/or transporting a weapon); as well as the notification requirements for a formal hearing for expulsion proceedings, in accordance with the Pennsylvania School Code.

5. **SPECIAL RULE**

The provisions of this policy shall be construed in a manner consistent with the Individuals with Disabilities Education Act.

SCHOOL AGE REQUIREMENTS

Policy #5111

- _ Children who are entering Kindergarten should be five years of age on or before September 1, to enter school.
- _ Children who are entering first grade, with no previous kindergarten experience, should be six years of age on or before September 1.

Kindergarten Registration

Registration for kindergarten is by appointment and occurs during the month of March. All children are screened by a kindergarten teacher and a school nurse. A Kindergarten Orientation Program is conducted in the weeks following registration.

SCHOOL ATTENDANCE

Policy # 5113

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. Absenteeism and tardiness interrupt the student's educational program and interfere with academic success.

The School District encourages cooperation and communication among parents, teacher, 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 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 absence will be granted up to five (5) days for educational family trips. Any days beyond five (5) days will be considered unexcused.

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 an excused absence 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. If approved, such absences will not exceed a total of five (5) days for the school year.

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 the bus, illegal employment and other excuse that is not acceptable according to the School Code. Failure to provide a doctor’s excuse, when required, will also be consider to be unexcused.

When an absence is determined as unexcused, the parent or guardian will be notified by letter after each of the first two offenses. A third offense will result in notification by registered mail. Any further offenses could result in legal action against the parent or guardian.

When a student’s absence is unexcused, the student may not have the opportunity to make up missed school work.

Returning to School Following an Absence

When a student is absent from school, the district requires that a written excuse accompany the student upon his/her return to the school. The excuse must indicate the dates of absence, give the reason for the absence, and should bear the date on which it was written. Failure to produce a written excuse could result in an unexcused absence.

When a student is absent for three or more consecutive days, a doctor’s excuse may be required when the student returns to school. Doctors’ excuses may be required for all absences if a student is excessively absent from school. Excessive absenteeism shall constitute absences exceeding five (5) days for the first half of the school year and ten (10) days after the midpoint of the year. Doctor’s excuses and requests for 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 may be required for school-related activities scheduled on Saturday or Sunday, unless otherwise approved by the principal.

PUPILS UNLAWFUL HARASSMENT

Policy #5115

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

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

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

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

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

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

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

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

performance or creating an intimidating, hostile or offensive working environment.

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

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

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

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

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

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

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

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

Step 1 – Reporting

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

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

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

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

Step 2 – Investigation

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

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

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

Step 3 – Investigative Report

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

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

Step 4 – District Action

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

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

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

Appeal Procedure

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

Policy #4400

Effective September 1, 1990, all buildings and facilities operated by the Wilson Area School District shall be considered a smoke-free environment. This also includes School District vehicles and outside areas. Thus smoking or tobacco use in the aforementioned areas or at school sponsored events or activities is prohibited.

Research from many reliable sources has determined that smoking or tobacco use is hazardous to the health of the smoker as well as the non-smoker. This prohibition would further the goal of educational programs directed against smoking and the use of tobacco products, provide better role modeling for our students, emphasize the hazards of the use of such products, and provide for a healthier, safer, and cleaner school environment.

For the purpose of this policy, “smoking” is defined as the possession of a lighted cigarette, cigar, pipe, or other lighted smoking equipment.

STUDENT CONDUCT POLICY

Policy #5114

The Wilson Area School Board believes that in order for students to gain the maximum benefits from the educational program, high standards for 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 the 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 Student Rights and Responsibilities. The School District specifically endorses the due process requirements of these regulations while at the same time adopting the section listing student responsibilities as the code of conduct for all students.

Certain rules and regulations have been established within each school building regarding student conduct. It is the responsibility of school district personnel to make these available to the students so that they are aware of them. These rules and regulations along with the code

included in this policy are applicable not only in school buildings and on school grounds but also when students are going to and from school, are being transported by school vehicles, and are participating in or are 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: reminding, 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.

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, 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. Excessive truancy or tardiness.
9. Smoking or tobacco use.
10. Possessing, handling, or transmitting any object that can reasonably be considered a weapon.
11. The use of abusive, profane, or obscene language or the making of obscene gestures.
12. The violation of school or school bus rules or regulations.
13. The violation of local, state, or federal laws or regulations.
14. 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.

Purpose and Authority

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

This Policy shall be interpreted consistent with 28 Pa. Code §§23.1, 23.51, 23.81, 24 P.S. §§ 1401, 1409, 1414.1 and all other applicable state and federal regulations.

Additional requirements for medications may be imposed by school nurses on a case-by-case basis. Whenever a student has a Section 504 plan or IEP, that plan supersedes this policy to the extent it contains different or more detailed provisions.

Definitions

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

Guidelines for All Medications

Except as provided in this policy regarding asthma inhalers and other self-administered medications, or in a Section 504 Plan or IEP, no student shall be allowed to keep medicine on their person and any medication, prescription or non-prescription must be brought to the nurse by 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 approval (consent) is not necessary for the administration of emergency medications during a life-threatening emergency. 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. Substitute forms must contain all of the required information, and be on the physician’s letterhead or on their

prescription pad. These written consents and specifications must be on file in the nurse's office of the school building that the child attends. Copies of the *Medication Administration Request and Consent Form (Form WA-15)* may be obtained from the health room or on the District's Website link.

All permission forms must include written authorization from the parent/guardian and prescribing physicians as well as the following information:

- a. Date;
- b. Student's name;
- c. Name of medication;
- d. Correct dosage of medication with instructions on administration;
- e. Time schedule for administering the medication;
- f. Dates the medication is to be taken including a termination date where appropriate;
- g. Possible side effects of medication and procedures to be followed if a reaction occurs.
- h. Other medications taken at home;
- i. Allergies;
- j. Diagnosis for which medication is prescribed

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

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.

All medications will be administered in accordance with the physician's order by a school nurse. When it is necessary for a nurse to involve non-nursing staff in assisting with the monitoring of medication administration, the designee shall be supervised and properly trained by the school nurse.

Parents/guardians are responsible for informing the school nurses' office of any change in the medication needs of a student. When any change occurs, the parent/guardian must provide documentation from the prescribing physician to the nurse's office.

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

include expulsion. Nurses will keep records of all medications administered. These records will include the student's name, the name of the medication, the dosage, the date, and the time of the administration.

In emergency situations, non-prescription medications may be given following the standing orders for administration of non-prescription medications from the chief school physician. If yearly parent authorization is also provided, the nurse will administer first aid medications/treatments approved by the school physician, regular strength Tylenol, Midol and Tums as needed by the student in school.

A student may be permitted to possess and self-administer certain emergency medication if authorized by a treating physician.

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

“Emergency self-administration” means self administration of pre-approved medication to avoid immediate and substantial risk of health, including but not limited to, self-administration of an epinephrine auto injection (e.g, Epi-Pen, Epi-Pen Jr.), insulin, glucose tablets, glucagon, or a “rescue” asthma inhaler (e.g., Albuterol, Proventil, Ventolin.)

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 recommended dosage of 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 a completed *Medication Administration Request and Consent Form (Form WA-15)* and *Consent to Carry and Self-Administer Medication Form (WA-16)* signed by the student's parent/guardian and physician, indicating his/her opinion that the student should be permitted to carry and/or self-administer the emergency medication on school grounds. The District shall also require that the student's parent/guardian submit to the nurse's office a completed *Consent to Carry and Self-Administer Emergency Medication on Field Trip Form (Form WA-17)* in order for the student to be permitted to carry and self-administer certain emergency medication while on a school sponsored field trip.

Upon receipt of the *Permission to Self-Administer Medication* form, the school nurse will assess the student's capability of self-administration based on the student's:

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

The student must notify the nurse immediately following the self-administration of any approved emergency medication. The student must provide assurance to the school nurse that she/he will not permit any peers to possess or use the emergency medication. The District retains the right to restrict a student's possession and/or self-administration of emergency medication, including through confiscation, if school policies or the licenses physician's recommendations are abused or ignored.

When self-administration is authorized parents/guardians should know (and are hereby informed) that the School District bears no responsibility for ensuring that the medication is taken. By providing written authorization, a parent/guardian fully releases the School District from any and all liability arising out of a student's use or non-use or self-administration, of emergency medication.

STUDENT WELLNESS POLICY

Policy #5141.2

- Purpose** Wilson Area School District recognizes that student wellness and proper nutrition are related to students' physical well being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.
- Authority** To ensure the health and well being of all students, the Board establishes that the district shall provide to students:
- A comprehensive nutrition program consistent with federal and state requirements
 - Access at reasonable cost to foods and beverages that meet established nutritional guidelines
 - Physical education courses and opportunities for developmentally appropriate physical activity during the school day
 - Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards
- Delegation of Responsibility** The Superintendent or designee shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.

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

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

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

- Assessment of school environment regarding student wellness issues
- Evaluation of food services program
- Listing of activities and programs conducted to promote nutrition and physical activity
- Recommendations for policy and/or program revisions
- Feedback received from district staff, students, parents/guardians, community members and Wellness Committee

An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issues for schools in accordance with federal law shall be provided annually by the Food Service Director, Cafeteria Manager, and Business Manager.

Guidelines

Wellness Committee

The Wellness Committee shall serve as an advisory committee to the Superintendent regarding student health issues and shall be responsible for assisting in the development of the Student Wellness Policy that complies with the Child Nutrition Reauthorization Act of 2004.

Nutrition Education

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activities.

Physical Education

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

A physical education program consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.

Other School Based Activities

The Wilson Area School District provides the following:

Adequate space for eating and serving school meals.
A clean and safe meal environment.
Adequate time to eat: ten (10) minutes sit down time for breakfast; thirty (30) minutes sit down time for lunch.
Meal periods scheduled at appropriate hours.
Drinking water at all meal periods and throughout the school day.
Access to hand washing or sanitizing before meals and snacks.
Qualified nutrition professionals administering the school meals program.

Nutrition Guidelines

All foods provided by the district schools during the school day shall be offered to students with consideration for promoting student health.

Foods provided through the National School Lunch Program shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods are defined as foods offered at school other than through the National School Lunch Program and include a la carte foods, snacks and beverages, vending food, school store food, fundraisers, classroom parties, holiday celebrations, and food from home.

All competitive food available for sale shall comply with established federal nutrition standards, known as Smart Snacks, in school.

Food shall not be used as a punishment or reward.

For classroom parties and celebrations, parent(s) and guardian(s) are encouraged to provide non-food items such as stickers, a favorite book to read, etc. Food treats shall be limited to 2-3 items. Fruits, vegetables, whole grain, water, milk and 100% juice shall be encouraged.

The District may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

References

Administrative Guidelines for Competitive Foods in the Cafeteria
Nutritional Standards for Competitive Foods in Pennsylvania Schools – Pennsylvania Department of Education, Division of Food and Nutrition – 2/22/05

Purpose

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

The Board supports use of the Internet and other computer networks in the District’s instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the School District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

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

Authority

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

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to schools within the District.

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

As required by law, the District will utilize filtering software to restrict and monitor the use of the Internet, email, blogs, and chat.

The Board establishes that network use is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. Personnel under contract with the District, such as consultants, are bound by the terms of this policy when using the Internet within the District.

The Board establishes that the following materials, in addition to those stated in law, are inappropriate for access by minors: visual, graphic text, and any other form of obscene, child pornography, or other material harmful to minors; material advocating terrorism and evil, hateful, illegal, defamatory, harassing, and other materials promoting or condoning extreme violence. The School District will cooperate to the extent legally required with local, state and federal officials in any investigation concerning or related to the inappropriate use of District technology

Delegation of Responsibility

The District shall make every effort to ensure that students and staff use this resource responsibly.

This includes educating students about appropriate online behavior, including the integration of instruction that focuses on social networking interaction, chat room communication, cyber bullying awareness and prevention.

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

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

In the event, student online behaviors are disruptive to the educational process of the District, offenders shall be the subject of appropriate school discipline, as well as, legal and/or police proceedings; 4. Guidelines including the right to discipline students for actions taken off-campus if they are intended to have an effect on another student or they adversely affect the safety and well-being of students while in school.

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.
4. Monitoring online activities of minors.

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

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

Guidelines

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

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity
2. Uploading of School District personal and private information/data, images, and copyrighted material in blog or web page without proper consent
3. Commercial or for-profit purposes
4. Product advertisements or political lobbying
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication
6. Cyber bullying another individual or entity. Including cyber bullying action off-campus and outside school hours when actions are disruptive to the educational process
7. Access or transmit gambling, pools for money or any other betting or games of chance
8. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
9. Access to obscene or pornographic material or child pornography
10. Access by students and minors to material that is harmful to minors or determined inappropriate for minors in accordance with Board policy
11. Inappropriate language or profanity
12. Transmission of material likely to be offensive or objectionable to recipients

13. Participate in discussion, chat rooms or groups that cover inappropriate and/or objectionable topics or materials
14. Intentional obtaining or modifying of files, passwords, and data belonging to other users
15. Impersonation of another user, anonymity, and pseudonyms
16. Fraudulent copying, communications, or modification of materials in violation of copyright laws
17. Bypass or attempt to bypass Internet filtering software
18. Loading or using of unauthorized games, programs, files, or other Electronic-media
19. Disruption of the work of other users
20. Destruction, modification, abuse, or unauthorized access to network hardware, software, and files
21. Quoting of personal communications in a public forum without the original author's prior consent
22. Intentionally disrupting the network, network accounts, service or equipment of others
23. Altering or attempting to alter files, systems security, or software
24. Student pictures and information in the press or electronic media, if the parent or guardian signed a release form withholding permission to publicize their son/daughter's picture

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

Security

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

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

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Any and all cost incurred by the District for repairs and/or replacement of software, hardware, and data files will be the responsibility of the user who has created the problem.

Illegal use of the network: intentional deletion or damage to files of data belonging to others: copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access, **loss of privilege to use personal devices on school property**, and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright

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

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

The School District reserves the right to legally access users personal technology devices brought on to school property, or to School District events, or connected to the School District network, when the School District reasonably believes they contain information that violates a School District policy, or contain information/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 matter 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

DRUGS/ALCOHOL/MOOD-ALTERING CHEMICAL SUBSTANCES POLICY
Policy # 5131

The School Board recognizes that the abuse of drugs, alcohol, and mood-altering substances, particularly among young people, is a major issue confronting our society. The Board further recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications affecting the whole school community. As such, the Board believes a coordinated curriculum that provides a wealth of information at various grade levels is the most appropriate way to prevent student misuse of drugs, alcohol, or other mind-altering chemical substances. It is the intent of the Wilson Area School District to initiate intervention procedures when behavioral indicators suggest drugs, alcohol, other mood-altering substances, look-alike substances, or potentially health endangering substances may affect a student’s learning and school success.

For the purpose of this policy, controlled substance shall mean all controlled substances prohibited by law, any steroid or other substance intended to enhance physical or athletic performance, any violable solvent or inhalant, such as but not limited to glue and aerosol products, all look-alike drugs, all alcoholic beverages, and any prescription or patient drugs that are administered not following the procedures outlined in Policy #5146, Student Use of Medication. The Board adopts the position that possession, use, sale, distribution or involvement with any controlled substance in the Wilson Area School District shall not be tolerated. In addition, the Board prohibits students from being under the influence of any controlled substance or alcohol during school hours, on school property, and at any school sponsored event.

School District personnel when responding to student use of drugs, mood altering or alcohol related substances shall implement the following guidelines and procedures.

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

- a. Cases involving suspected drug or alcohol use or abuse shall be referred to the school nurse. The school nurse will treat all such cases as routine illnesses unless it is ascertained that there is a problem of drug or alcohol use or abuse.
 - b. The nurse will then notify the principal regarding the condition of the student. The principal will consult with the nurse and take appropriate action within the guidelines, established in this policy and the policy on Students' Rights and Responsibilities.
3. Possession, Use, Sale, Distribution or Involvement
- a. The possession, use, or involvement with drugs and/or alcohol in school, on school property, at school-sponsored activities, and while under the authority of school officials shall be considered grounds for suspension and/or expulsion from school.
 - b. The sale or distribution of drugs and/or alcohol in school, on school property, at school-sponsored activities, while under the authority of school officials, or repeated violation of section 3a of this Policy, will be considered grounds for expulsion from school.
 - c. Parents or guardians shall be promptly informed of actions taken by school officials in all incidents.
 - d. The school shall notify and cooperate with state/local law enforcement or regulatory agencies when appropriate.
 - e. Counseling assistance by appropriate agencies will be strongly recommended.
4. Drug Dog Use
- a. Building principals are authorized to use the services offered by the local police departments when it is deemed necessary, including the use of drug dogs.
 - b. The principal or assistant in charge of the school can make a request for the drug-sniffing dog through the local police department.
 - c. The police department can request that the dog be used. The prior approval of the building principal will be required, but the visits of and use of the dog shall be unannounced to students.
 - d. The drug sniffing dog and the handler of this dog will be protected at all times from any type of verbal or physical abuse while performing their duties on Wilson Area School District property. Any type of violation of this, minor or serious, will be handled by the school administrators in a very severe manner.
 - e. In no way will this program infringe upon anyone's human rights or be used to enhance the arrest record of the police department.

Incidents of possession, use and sale of controlled substance, including alcohol, by any person on school property shall be reported annually to the Office of Safe Schools on the required form.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. For the purpose of this policy, Human Growth Hormone (HGH) may only be taken by a student when prescribed by a licensed physician for growth stimulation due to underdevelopment.

Students shall be made aware of the dangers of steroids use, that anabolic steroids are classified as controlled substances, and that their use, unauthorized possession,

acquisition, or distribution could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids.

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

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

TOBACCO USE PROHIBITION POLICY

Policy # 5131.1

The Board recognizes that tobacco use presents a health and safety hazard that can have serious consequences for users, non-users, and the safety and environment of the schools. Therefore, the Board prohibits tobacco use, including electronic or vapor cigarettes, by any person in its school buildings and on any property, buses, vans or any other vehicles that are owned, leased or controlled by the School District.

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

Wilson Area School District students are prohibited from possessing or using tobacco, tobacco products, and electronic or vapor cigarettes in school buildings, on a school bus, or on school property owned by, leased by, or under the control of the School District. This includes prohibiting tobacco use and possession by students at school-sponsored activities that are held off school property.

Violators will receive consequences as per the District's progression discipline policy and will be subject to prosecution initiated by the School District. A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50.00 plus court costs, or admitted to alternative adjudication in lieu of a fine.

The Superintendent or designee shall annually notify students, parents, and staff about the District's Tobacco Use Policy by publishing such policy in the student handbook, newsletters, and other efficient methods.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported annually to the Office of Safe Schools, on the required form.

WILSON AREA SCHOOL DISTRICT TITLE IX DIRECTOR AND POLICY

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

The District will comply with Federal Laws (including Title IX of Educational Amendments of 1972). State laws and State Department of Education regulations concerning equal rights and opportunities and to assure these within the Wilson Area School District.

The Wilson Area School District declares itself to be an Equal Rights and Opportunities Agency. As an Equal Rights and Opportunities Agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status or non-relevant handicaps and disabilities as defined by law.

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

CONSTRAINTS FOR STUDENT USE OF ELECTRONIC DEVICES

Policy#5114.1

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

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

Authority The Board prohibits use of cellular telephones that have the capability to take photographs or record audio or video during the school day in District buildings, or on District property and while students are engaged in school-sponsored activities, unless expressly authorized in advance by the supervising teacher or the building principal.

The Board prohibits use of electronic devices by students in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits the taking, storing, disseminating, transferring,

viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

The Board prohibits possession of laser pointers and attachments, and telephone paging devices/beepers by students in District buildings; on District property; on District buses and vehicles; and at school-sponsored activities.

Students in grades K-8 will be permitted to leave these devices, turned off, in their locker during the instructional day. High School students will be permitted to possess these devices, provided they are turned off during the instructional day unless directed otherwise by a teacher. Progressive discipline will be enforced for violation of this policy. Students using cell phones during the instructional day without prior authorization will receive disciplinary action which may include confiscation of the cell phone by an administrator. Repeated willful violation of this policy could lead to suspension.

The District shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

SUICIDE AWARENESS, PREVENTION AND RESPONSE

Policy #6177

- Purpose** The Wilson Area Board of Education is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.
- Authority** In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.
- Guidelines** The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.
- The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

SUICIDE AWARENESS AND PREVENTION EDUCATION

Protocols for Administration of Student Education

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

Protocols for Administration of Employee Education

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

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

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

Resources for Parents/Guardians

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

METHODS OF PREVENTION

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

Suicide Prevention Coordinators

District-Wide –

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

Building Level –

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

Early Identification Procedures

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

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

- Behavioral Health Issues/Disorders:
 - Depression.
 - Substance abuse or dependence.
 - Previous suicide attempts.
 - Self injury.
- Personal Characteristics:
 - Hopelessness/Low self-esteem.
 - Loneliness/Social alienation/isolation/lack of belonging.
 - Poor problem-solving or coping skills.
 - Impulsivity/Risk-taking/recklessness.
- Adverse/Stressful Life Circumstances:
 - Interpersonal difficulties or losses.
 - Disciplinary or legal problems.
 - Bullying (victim or perpetrator).
 - School or work issues.
 - Physical, sexual or psychological abuse.

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

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

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

Referral Procedures

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

Documentation

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

METHODS OF INTERVENTION

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

of suicide.

Procedures for Students at Risk

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

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

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

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

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

Students With Disabilities

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

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

Documentation

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

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

METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT

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

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

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

Re-Entry Procedures

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

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

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

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

REPORT PROCEDURES

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

When a district employee takes notes on any conversations or situations

involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

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

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

SUICIDE AWARENESS AND PREVENTION RESOURCES

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

References:

School Code – 24 P.S. Sec. 1526

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

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

PUBLIC NOTICE

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