



10782 Wattsburg Road
Erie, PA 16509
P (814) 824-3400
F (814) 824-5200
www.wattsburg.org

STUDENT REGISTRATION CHECKLIST

Welcome to Wattsburg Area School District!

All documents under the Registration Requirements below must be submitted together. Registration cannot be completed unless all requirements are provided. All applicable forms in the Registration Packet must be physically or digitally signed.

We are here to make this process as easy as possible for you! Please contact the Wattsburg Area School District Registrar with any questions.

Casey Foust
10782 Wattsburg Road
Enrollment@Wattsburg.org
Phone: 814-824-4142
Fax: 814-824-5200

Registration Requirements:

_____ **Proof of Age:** Acceptable documentation includes: original birth certificate; notarized copy of birth certificate; baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth.

- Kindergarten students must be 5 years old on August 31st of the enrolling school year.

_____ **Parent/Guardian ID:** Acceptable documentation includes: Valid PA Driver's License or PA State Identification Card with current address. Address update card acceptable with ID.

- If ID is not PA and/or current, an additional proof of residency is required.

_____ **Proof of Residency (two forms required):** Acceptable documentation must be current and includes: deed, lease, rental agreement, utility bill, credit card bill, property tax bill, vehicle registration, a piece of mail sent by federal or state government such as benefits information, voter registration, or tax documents.

_____ **Immunization Record**

_____ **Custody Order / Court Placement Order** (If applicable)

_____ **Student Registration Packet**

_____ Student Registration Form

_____ Home Language Survey

_____ Parental Registration Statement

_____ Student Health History

_____ Request for Student Records

_____ New Student Transportation Request

_____ Media & Directory Opt Out (If applicable)

_____ Network/Internet Acceptable Use Policy Signoff

_____ One to One Computer Signoff (Grades 5 – 12)

_____ Technology Insurance Agreement (Grades 5 – 12)

Other Forms: If applicable, these will be due to the school office prior to or on first day of school.

_____ **Physical Examination:** Private Physician Form unless designated on Student Health History to be done by school physician at no charge for students entering grades K, 6th or 11th.

_____ **Dental Examination:** Private Dentist Form unless designated on Student Health History to be done by school dentist at no charge for students entering grades K, 3rd or 7th.



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STUDENT REGISTRATION FORM

To be completed by Parent or Guardian

STUDENT INFORMATION

Student's Legal Name: _____
Last First Middle Suffix

Preferred Name (if applicable): _____ Gender: ☐ Male ☐ Female

Date of Birth: _____ Place of Birth (City/State): _____

Date Entered PA School: _____ If Non-Resident, Home School District: _____

Has the student previously attended Wattsburg Area School District? ☐ Yes ☐ No

Last School Attended (Includes Preschool): _____ Date of Last Attendance: _____

School Address: _____ Grade at Last School: _____

Does the student have a parent/guardian ACTIVE in the military? ☐ Yes ☐ No

STUDENT ETHNICITY & RACE

Student Ethnicity: (Choose only one)

- ☐ No, Not Hispanic/Latino
- ☐ Yes, Hispanic, Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

Student Race: (Choose one or more)

- ☐ American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)
- ☐ Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)
- ☐ Black or African American (A person having origins in any of the black racial groups of Africa.)
- ☐ Native Hawaiian or Other Pacific Islander (A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.)
- ☐ White (A person having origins in any of the original peoples of Europe, the Middle East or North Africa.)

STUDENT ACADEMIC INFORMATION

Has student been Retained? ☐ No ☐ Yes If Yes, Grade: _____

Did the student receive Title I/remedial service? ☐ No ☐ Yes If Yes, ☐ Reading ☐ Math ☐ Both

Is the student currently receiving any special services listed below? ☐ No ☐ Yes

If Yes, and the student has a current Individualized Education Plan (IEP), Please select programs the IEP covers:

☐ Autistic Support ☐ Emotional Support ☐ Life Skills Support ☐ Learning Support

☐ Speech Support ☐ Hearing Impaired ☐ Vision Impaired

Is the student on a 504 Plan? ☐ No ☐ Yes Is the student enrolled in a gifted program? ☐ No ☐ Yes



Student Registration Form Continued

STUDENT RESIDENCY INFORMATION

Student Resides With (Check all that apply): ☐ Both Parents ☐ Mother ☐ Father ☐ Court Appointed Legal Guardian ☐ Alone
☐ Other (include relationship to student): _____

If student does NOT reside with BOTH natural parents:

- ☐ No Custody Order in place
- ☐ Custody Order in place (Order/documentation required to restrict pick up or sharing of educational information with non-custodial parent)
- ☐ Legal Guardianship (Documentation Required)
- ☐ Foster Care Placement (Documentation Required)

Please choose the type of setting the student currently resides in:

- ☐ House or apartment with parent/legal guardian
- ☐ With friends or family members (other than or in addition to parent/guardian)
- ☐ Shelter or other temporary housing, including emergency or transitional
- ☐ Motel, hotel, car or campsite
- ☐ You are a student separated from your parent/legal guardian

If you are living in shared/emergency/transitional housing, please check if any of the following reasons apply:

- ☐ Loss of housing
- ☐ Economic situation
- ☐ Temporarily waiting for house or apartment
- ☐ Loss of employment
- ☐ Other, please explain: _____

Address where student resides, Parent/Guardian: ☐ Owns Home ☐ Rents/Leases ☐ Lives with Wattsburg Resident

Street Address: _____ PO Box/Apt. #: _____

City: _____ State: _____ Zip Code: _____ Township: _____

Residence Landline Phone Number: _____ ☐ Check if unlisted

Primary Contact 1 (same address as student): *You will automatically be placed in the WASD Notification System for emergency and other district/school notifications by phone and email.

Parent/Guardian Name: _____ Relationship: _____

Cell Phone: _____ Email Address: _____

Work Phone: _____ Employer: _____

Primary Contact 2 (same address as student): Receive emergency and other school/district notifications (phone and email): ☐ Yes ☐ No

Parent/Guardian Name: _____ Relationship: _____

Cell Phone: _____ Email Address: _____

Work Phone: _____ Employer: _____

Other Persons Living in Primary Residence:

Name: Last, First	Relationship to Student	Age	M/F	School or Place of Employment



Student Registration Form Continued

SECONDARY RESIDENCE/CONTACT INFORMATION

*Only complete this section for Parent/Guardian the student does NOT primarily reside with.

Parent/Guardian Name: _____ Relationship: _____

Street Address: _____ PO Box/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Email Address: _____

Work Phone: _____ Employer: _____

Receive school/district notifications (phone and email): ☐ Yes ☐ No Receive school/district mailings: ☐ Yes ☐ No

Other Persons Living in Secondary Residence:

Name: Last, First	Relationship to Student	Age	M/F	School or Place of Employment

EMERGENCY CONTACTS

*Please list two contacts (other than those already listed above) the school may call for advice or direction in caring for the student in case of serious accident, illness or disaster warning. These persons will only be contacted if parent/guardian cannot be reached.

1st Contact Name: _____ Relationship: _____ Cell _____

Phone: _____ Home Phone: _____ Work Phone: _____ 2nd _____

Contact Name: _____ Relationship: _____ Cell _____

Phone: _____ Home Phone: _____ Work Phone: _____

PARENT ACKNOWLEDGEMENT

I acknowledge that the information noted above is true and accurate and that the student being registered is a resident of the Wattsburg Area School District and, as such, spends at least half of each school week residing with a parent or legal guardian within the boundaries of the Wattsburg Area School District. In addition, I acknowledge that I am responsible for the payment of nonresident tuition, from the registration date, if it is determined that the student being registered is not a resident of the Wattsburg Area School District or does not spend at least half of each school week residing with a parent or legal guardian within the boundaries of the Wattsburg Area School District. I understand that false statements made herein are made subject to the penalties of 18 Pa. C. S. 4904, relating to unsworn falsification to authorities.

Parent/Guardian Signature: _____ Date: _____

Wattsburg Area School District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106. The District's full Title IX Notice of Nondiscrimination is located at www.wattsburg.org. Individuals may report concerns or questions to the District's Compliance Officer/Title IX Coordinator:

Address: Compliance Officer/Title IX Coordinator
10782 Wattsburg Road
Erie, Pa 16509

Email: TitleIXCoordinator@Wattsburg.org
Phone: 814-824-3400-4151

Attachment B - Home Language Survey

ALL newly registering students regardless of race, nationality, or language origin MUST complete this form. Federal law requires that all Local Education Agencies (LEAs) utilize a non-biased procedure for identifying which students are potential English Learners (ELs) in order to provide appropriate language instruction educational programs and services. Given this responsibility, LEAs have the right to ask for the information contained on this and other forms associated with the identification process.

Student Information (Parents/Guardians should complete this section):

Student First Name:

Student Family Name:

Birth Date:

Grade:

Questions for Parents or Guardians

1. Is a language other than English spoken in the child's home?
 2. Does your child communicate in a language other than English?
 3. What is the language that your child first learned to speak?
-

Signature of Parent or Guardian:

Date:

Interpreter Provided:

Attachment A – Parental Registration Statement

Student Full Name: _____

Birth Date: _____

Grade: _____

Parent or Guardian Name: _____

Home Address: _____

Home Telephone Number: _____

Pennsylvania School Code §13-1304-A states in part "Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action of offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property."

Please complete the following:

I hereby swear or affirm that my child **was/was not** previously suspended or expelled or **is/is not** presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. §13-1304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

Signature of Parent or Guardian: _____

Date: _____

Pennsylvania School Code § 13-1318.1 states in part "Prior to admission to a public school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the student was previously or is presently expelled under the provisions of this section." Section 13-1318 speaks to students who have been convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the same public school entity.

Please complete the following:

I hereby swear or affirm that my child **was/was not** previously expelled or **is/is not** presently expelled from any public school entity under 24 P.S. § 13-1318.1 (related to students convicted or adjudicated delinquent of sexual assault). I make this statement subject to the penalties of 24 P.S. §13-1318.1(g) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

Signature of Parent or Guardian: _____

Date: _____

Any willful false statement made above shall be a misdemeanor of the third degree. This form shall be maintained as part of the student's disciplinary record.

If this student has been or is presently suspended or expelled from another school, please complete:

Name of the school from which student was suspended or expelled: _____

Dates of suspension or expulsion: _____

Reason for suspension/expulsion:

If applicable provide additional schools and dates of expulsion or suspension.



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STUDENT HEALTH HISTORY

To be completed by Parent or Guardian

STUDENT INFORMATION

Student's Name: _____ Date of Birth: _____

Gender: ☐ Male ☐ Female School student will be attending: ☐ SENECA ☐ WAMS ☐ WAEC Grade: _____

DOCTOR INFORMATION

What type of medical insurance does the student have? ☐ Private ☐ Medical Assistance ☐ CHIP ☐ None

Family Physician: _____ Phone: _____

Preferred Hospital (for emergency treatment): _____

Physical Exam: In accordance with PA School Code 1402, a physical examination must be completed upon entry into school, and in grades 6 and 11.

Will the student need this examination to be completed by the school physician (no cost to parent/guardian)? ☐ Yes ☐ No

Family Dentist: _____ Phone: _____

Dental Examination: In accordance with PA School Code 1403, a dental examination must be completed upon entry into school, and in grades 3 and 7.

Will the student need this examination to be completed by the school dentist (no cost to parent/guardian)? ☐ Yes ☐ No

HEALTH HISTORY

Is your child up to date with immunizations? ☐ Yes ☐ No A copy of the immunization record is required for enrollment.

Middle and High School students only:

Is the student permitted to be given, at the nurse's discretion, non-aspirin pain medication during the school day? ☐ Yes ☐ No

Is your child currently taking prescribed medication? ☐ Yes ☐ No Inhaler? ☐ Yes ☐ No

List all medications taken, dosage and doctor prescribing: _____

Will medication need administered during school hours? ☐ Yes ☐ No

*Any medication to be taken at school must have a Medication Release Form complete and on file in the nurse's office.

Is your child under medical treatment at the present time? ☐ Yes ☐ No Name of Physician: _____

Reason: _____

Are there components of this care that would restrict your child's participation in any physical activity at school? ☐ Yes ☐ No

If yes, explain: _____



Student Health History Continued

<p>Does your child have any allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No EpiPen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Bee Sting <input type="checkbox"/> Foods <input type="checkbox"/> Animals <input type="checkbox"/> Plants <input type="checkbox"/> Drugs <input type="checkbox"/> Other: _____</p> <p>If yes, explain: _____</p>													
<p>Does your child have diabetes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>													
<p>Has your child ever had convulsions or seizures? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, when was last episode? _____ Currently taking seizure medication? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>													
<p>Has your child ever had any of the following diseases? <input type="checkbox"/> No to all If Yes, Please check and give month/year.</p> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> Asthma _____</td><td><input type="checkbox"/> Heart Condition _____</td><td><input type="checkbox"/> Tuberculosis _____</td></tr><tr><td><input type="checkbox"/> Chicken Pox _____</td><td><input type="checkbox"/> Mononucleosis _____</td><td><input type="checkbox"/> Scoliosis _____</td></tr></table>		<input type="checkbox"/> Asthma _____	<input type="checkbox"/> Heart Condition _____	<input type="checkbox"/> Tuberculosis _____	<input type="checkbox"/> Chicken Pox _____	<input type="checkbox"/> Mononucleosis _____	<input type="checkbox"/> Scoliosis _____						
<input type="checkbox"/> Asthma _____	<input type="checkbox"/> Heart Condition _____	<input type="checkbox"/> Tuberculosis _____											
<input type="checkbox"/> Chicken Pox _____	<input type="checkbox"/> Mononucleosis _____	<input type="checkbox"/> Scoliosis _____											
<p>Is your child frequently troubled by the following? <input type="checkbox"/> No to all</p> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> Bladder/Bowell Problems</td><td><input type="checkbox"/> Emotional Problems</td><td><input type="checkbox"/> Earaches</td><td><input type="checkbox"/> Headaches</td></tr><tr><td><input type="checkbox"/> Over Four Colds per Year</td><td><input type="checkbox"/> Painful Joints</td><td><input type="checkbox"/> Nosebleeds</td><td><input type="checkbox"/> Eczema</td></tr><tr><td colspan="4"><input type="checkbox"/> Other – Please Explain: _____</td></tr></table>		<input type="checkbox"/> Bladder/Bowell Problems	<input type="checkbox"/> Emotional Problems	<input type="checkbox"/> Earaches	<input type="checkbox"/> Headaches	<input type="checkbox"/> Over Four Colds per Year	<input type="checkbox"/> Painful Joints	<input type="checkbox"/> Nosebleeds	<input type="checkbox"/> Eczema	<input type="checkbox"/> Other – Please Explain: _____			
<input type="checkbox"/> Bladder/Bowell Problems	<input type="checkbox"/> Emotional Problems	<input type="checkbox"/> Earaches	<input type="checkbox"/> Headaches										
<input type="checkbox"/> Over Four Colds per Year	<input type="checkbox"/> Painful Joints	<input type="checkbox"/> Nosebleeds	<input type="checkbox"/> Eczema										
<input type="checkbox"/> Other – Please Explain: _____													
<p>Does your child experience any difficulty with any of the following? <input type="checkbox"/> No to all</p> <p><input type="checkbox"/> Vision – Please Explain: _____</p> <p>Does your child wear glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Hearing – Please Explain: _____</p> <p><input type="checkbox"/> Speech – Please Explain: _____</p>													
<p>Does your child require a special diet? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, note restrictions: _____</p>													
<p>Has your child had any serious injuries, accidents or operations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain and give dates: _____</p>													
<p>Does your child have any physical illness or impairment that could affect their ability to succeed in school? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe: _____</p>													

Information obtained on the Health History is solely used by the school nurse to ensure that sound decisions are made to meet the health needs of your student. Health information will only be shared with school staff in a confidential manner on a "need to know basis". Health information will not be shared with any other outside health providers without the expressed written permission of the parent/guardian. If you have any questions or concerns please contact your student's school nurse.

Parent/Guardian Signature: _____ **Date:** _____



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REQUEST FOR STUDENT RECORDS

To be completed by Parent or Guardian

The following student has enrolled with the Wattsburg Area School District:

Student Name: _____ Birth Date: _____

Previous School: _____ Grade at Previous School: _____

Address: _____

Phone Number: _____ Fax Number: _____

I hereby authorize that information regarding school, discipline, health, medical, PA Secure ID and any other pertinent records regarding this student be sent to the Wattsburg Area School District.

Parent/Guardian Signature: _____ Date: _____

WASD Office Only:

PA Secure ID: _____

Please forward the following information requested to the school below:

_____ Report Card (Most Recent)	_____ Discipline Records	_____ Health/Immunization/Dental Records
_____ Transcripts	_____ Withdraw Grades	_____ Birth Certificate
_____ Attendance Records	_____ Standardized Test Scores	
_____ Special Education Records (IEP/GIEP/ER/RR/NOREP/504/Speech/Psychological Evaluations)		
_____ 339 Evidence/Career Plan/Career Standards Benchmark Artifacts Date 339 info requested _____		
_____ 339 info rec'd with other records Yes / No If No, follow up date(s) and method(s) _____		

Please email records to StudentRecords@Wattsburg.org or send to the following school:

___ Seneca High School
Grades 9-12
10770 Wattsburg Road
Erie, PA 16509
Fax: 814-825-2262

___ Wattsburg Area Middle School
Grades 5-8
10774 Wattsburg Road
Erie, PA 16509
Fax: 814-825-8180

___ Wattsburg Area Elementary Ctr
Grades K-4
10780 Wattsburg Road
Erie, PA 16509
Fax: 814-825-0302

Special Education records can be sent directly to Amanda Stalford at:

Email: Amanda.Stalford@Wattsburg.org

Fax: 814-825-2262

Mail: 10770 Wattsburg Road, Erie, PA 16509



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NEW STUDENT TRANSPORTATION REQUEST

To be completed by Parent or Guardian

- Only one form per household needs to be completed at time of registration.
- If you are a working parent/guardian during school hours and need bus transportation to or from an alternate stop before or after school, please also complete an Alternate Transportation Request.

Student Residence Address: _____
House Number and Street City, State, Zip Code

Color of house: _____

Please list all students that will need WASD transportation at this location, even if they are already enrolled:

Student Last Name	Student First Name	Grade	School Attending	Student ID
			<input type="checkbox"/> Elementary Center <input type="checkbox"/> Middle School <input type="checkbox"/> High School	
			<input type="checkbox"/> Elementary Center <input type="checkbox"/> Middle School <input type="checkbox"/> High School	
			<input type="checkbox"/> Elementary Center <input type="checkbox"/> Middle School <input type="checkbox"/> High School	
			<input type="checkbox"/> Elementary Center <input type="checkbox"/> Middle School <input type="checkbox"/> High School	
			<input type="checkbox"/> Elementary Center <input type="checkbox"/> Middle School <input type="checkbox"/> High School	

Date Enrolled: _____

Transportation Office Use:

AM Pick-up Time: _____ High School/Middle School Students
PM Drop-off Time: _____ High School/Middle School Students

AM Pick-up Time: _____ Elementary School Students
PM Drop-off Time: _____ Elementary School Students

AM Pick-up Time: _____ Other School Students
PM Drop-off Time: _____ Other School Students



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MEDIA & DIRECTORY OPT OUT

To be completed by Parent/Guardian

- **This form does not need to be submitted unless you wish to opt out of the items covered below.**
- You can exercise your rights outlined below by submitting this form within the first two weeks of enrollment. This form must be submitted at the beginning of each school year.

Your child may be interviewed, photographed, or audio/video recorded for print, radio, television, internet, or any other medium, unless you direct otherwise by checking the box below:

☐ I understand that district staff may interview, photograph, audio or video record my child for district use during normal operations of school and activities. However, I do NOT want such interviews, photographs, audio or video recordings released in the media or online. I understand that this means that my child will sometimes be unable to participate in certain school/classroom apps and events.

As per the Family Educational Rights and Privacy Act (FERPA), directory information may be shared without prior written consent by parents. In addition, FERPA required the District to share student information under certain conditions, regardless of parent consent.

- As per policy 216, the District has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date/place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight/height of members of athletic teams, degrees/honors/awards received, most recent educational agency/institution attended, student ID (number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.).

If you do not want the District, unless required to do so by FERPA, to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by using this form and checking the box below:

☐ I do not want the District to disclose my child's directory information unless required to do so by law. I understand that this means that my child's photograph will not appear in the annual school yearbook. It may also preclude my child from participation in certain sports/activities when outside authorities (i.e. PIAA) require directory information.

Student Name: _____ Grade: _____

Parent Name (Printed): _____

Parent Signature: _____ Date: _____

Wattsburg Area School District

Student Acceptable Use Policy (AUP) Internet, Computers and Network Resources

Student Last Name:
Student First Name:
Student ID Number:
Homeroom Number:
Homeroom Teacher:
Grade:

Student Consent for Independent Use: Student section is waived for students in grades K-4.

I have read and understand the Student Acceptable Use Policy (AUP) and guidelines established by the Wattsburg Area School District.

Student Signature: _____ **Date:** _____

Parent or Guardian Consent for Independent Use:

As parent or guardian of the student named above, I have read and understand the Student Acceptable Use Policy (AUP) and guidelines established by the Wattsburg Area School District. I grant consent for my child to access internet, computers and network resources. I hereby release and hold harmless the Wattsburg Area School District from all claims for damages of any nature arising from my child's access, use, or inability to access or use the internet and technology resources.

If you choose not to give consent to your child to access internet, computers and network resources, please write a brief statement below to this effect.

Parent or Guardian Name (Print): _____

Parent or Guardian Signature: _____

Date: _____



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One to One Computer Agreement

To be completed by Parent/Guardian and Student

The Wattsburg Area School District is very excited to be able to provide one-to-one computer to our students. The use of the school district's computers by students is a privilege however, and not a right. Inappropriate, unauthorized, and illegal use of the school district's computers will result in the student receiving appropriate disciplinary action, which may include the student being required to return the computer to the school district.

The Wattsburg Area School District shall not be liable for any damages resulting from a student's use or misuse of the computer. The school district also assumes no responsibility for any charges incurred by a student's use of the computer. Under proper operating procedures, there will be no cost incurred by the student and/or his or her parent/guardian for use of the computer.

The parent/guardian and student agree that the computer is the property of the Wattsburg Area School District and is to be used for school-related purposes only. The parent/guardian and student agree to return the computer upon withdrawal of the student from the Wattsburg Area School District.

The parent/guardian and student agree to remit the computer, power cord, and the computer case at the end of the school year, unless otherwise specified at the discretion of the building principal. The parent/guardian and student understand that they may be held financially liable for any damage, theft, or loss of said equipment as described on the Wattsburg Area School District Technology Insurance Agreement form. The parent/guardian and student understand and agree that if the student must be issued a loaner computer, they will also be held financially liable for the condition of the loaner device in the event of damage, loss, or theft. The school district's technology department makes the sole determination of damages due to neglect or disregard versus normal wear and tear.

Wattsburg Area School District will also offer a hotspot for student use if needed. Please email servicedesk@wattsburg.org and include the student's first and last name, grade level, and whether you prefer Verizon, AT&T or Sprint as a service provider for your location.

By signing below, the parent/guardian and student indicate that they have read, understand, and agree to each of the following:

- The provisions set forth in the student handbook available on www.wattsburg.org
- All applicable Wattsburg Area School District policies, such as but not limited to, the Pupils Network/Internet Acceptable Use Policy and the Bullying/Cyberbullying Policy available on www.wattsburg.org
- Technology Insurance Agreement form for optional coverage

Additionally, by signing below, the parent/guardian and student indicate that they:

- Take full responsibility for the computer
- Will never loan the computer to another individual
- Will not disassemble the computer or attempt repairs
- Refrain from downloading or installing apps other than those approved by the district
- Will not decorate the computer, case, or power cord
- Will keep food and beverage away from the computer
- Will notify Wattsburg Area School District staff immediately if anything becomes broken or fails to work properly

Please complete below and return it to the student's school.

School Year: _____

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____



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Technology Insurance Agreement

To be completed by Parent/Guardian and Student

Effective Date: Date of laptop issuance.

Expiration Date: The end of the school year when the laptop is returned to the school or the day the student withdraws from school, whichever comes first. If a student withdraws from the Wattsburg Area School District for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the laptop is issued. Devices not returned on the date of withdrawal or the last day of school, will be reported to the district magistrate for replacement cost at the discretion of the building principal.

Effective Coverage: Immediately when a student is issued the laptop if payment for insurance has been received.

<p>Coverage:</p> <ul style="list-style-type: none">Accidental Damage: Pays for one (1)* accidental damage repair caused by liquid spills, drops, cracked screens, missing keys, frayed ac adaptor, or any other unintentional event.Electrical Surge: Pays for damage to the device to an electrical surge. <p>*Note: Insurance policy will be considered used in full once one repair is completed on the device. One subsequent damage will be charged at half cost to the student or family if insurance plan is purchased. All damages after initial accidental repair will be referred to the office. This referral may result in voiding insurance and/or disciplinary consequences if negligence is determined.</p>	<p>Exclusions:</p> <ul style="list-style-type: none">Hardware Failure: Hardware failure not due to accidental damage will be determined by the Wattsburg Area School District Technology Department staff.Intentional Damage: Will not cover repairs which are the result of intentional, negligent, or careless actions. This includes, but is not limited to the removal of keys, removal of rubber pads, removal of screws, cord misuse and/or opening of the device, etc.No Case: Students who do not use the provided case will be responsible for the full amount of the repair/replacement of the laptop.Loss of Device: Students or families will be liable for any device which is lost or stolen. While a police report will be required to be submitted, the student or family will be liable for the full cost to replace the device.
<p>Non-Covered Items Replacement Costs:</p> <ul style="list-style-type: none">Case (including pouch) = \$28.50	

NOTICE: Caution Against Fraud: Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing false or deceptive statement is guilty of insurance fraud, a Federal Offense.

NO INSURANCE: Students or families may choose to not insure the laptop and will be responsible for the full value of the laptop or repairs. Replacement or repair fees will be assessed for lost or damaged district provided laptops and accessories according to the following estimates:

- Replacement cost for laptop case and pouch = \$28.50
- Replacement cost for laptop ac adaptor = \$77.00
- Replacement cost for laptop = \$475.00
- Replacement cost for laptop keyboard/touchpad = \$159.95
- Replacement cost for laptop LED screen (touch) = \$406.00



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Technology Insurance Agreement

To be completed by Parent/Guardian and Student

Please indicate your choice for insurance below. Payments must accompany this form if insuring device. If no payment is received, form will default to DO NOT insure device.

_____ **Insure device** for _____ School Year (\$25 per device)

_____ Paid by cash (attached) _____

_____ Paid by check/money order payable to Wattsburg Area School District. Check #: _____

Payment received: Administrative signature: _____ Asset Tag: _____

_____ **DO NOT insure device** for _____ School Year.

By selecting not to insure device, I understand that I will be responsible for any damages to the district issues laptop by the fee schedule above and will need to pay for these repairs in a timely manner.

Student Name (Print): _____ Grade: _____ Homeroom: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____



Book	Policy Manual
Section	200 Pupils
Title	Student Acceptable Use of Internet, Computers and Network Resources
Code	252
Status	Active
Adopted	March 19, 2012
Last Revised	May 20, 2024

Purpose

The Board supports use of the computers, Internet and other network resources 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.

The district provides students with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

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

Definitions

The term child pornography is defined under both federal and state law:

Child pornography - under **federal law**, is any visual depiction, including any photograph, film, video, picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where:[\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under **state law**, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[2\]](#)

Computer - for purposes of this policy, district computers include any electronic device owned or leased by the district that has the capability to create, play or edit text, audio and video data; transmit or receive messages, text, data or images; operate software or online applications; or

provide a wired or wireless connection to the Internet.

Electronic Physical Access Control Systems - combination of IT components and physical security elements (e.g., card readers, doors/locks) to enable access to real-world resources such as secured facilities or controlled areas within facilities.

The term harmful to minors is defined under both federal and state law:

Harmful to minors - under **federal law**, is any picture, image, graphic image file or other visual depiction that: [\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under **state law**, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement or sadomasochistic abuse, when it: [\[5\]](#)

1. Predominantly appeals to the prurient, shameful or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if: [\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. [\[4\]](#)

Unauthorized access - a person gains logical or physical access without permission to a network, system, application, data, or other resource.

Authority

The availability of access to electronic information 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 or other network resources.

The Board declares that district Internet, computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, access, receive or display on or over the district's Internet, computers or network resources, including personal files. The district reserves the right to monitor, track and log network access and use on district computers and network resources; monitor fileserver space and file storage utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[6][7][8]

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the building principal or designee.

The Board establishes the following list of subject areas as inappropriate matter, in addition to those stated in law and defined in this policy, which shall not be accessed by minors:[4]

1. Lewd, vulgar or profane.
2. Threatening.[11][12]
3. Harassing or discriminatory.[9][10][13]
4. Bullying.[14]
5. (Consisting of/Relating to) Weapons.[15]
6. Terroristic.[16]

The district reserves the right to restrict access to any Internet sites or network functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking/filtering. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers and network resources used and accessible to adults and students. The technology protection measure shall be enforced during use of computers and network resources with Internet access. [3][4][17]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the adjustment of technology protection measures to enable access to material that is blocked or filtered but is not prohibited by this policy.[17]

Upon request by students or staff, building administrators may authorize the temporary adjustment of technology protection measures to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to adjusting Internet blocking/filtering for a student's use. If a request for temporary adjustment of technology protection measures is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[3][18]

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[17]

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern 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, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building principals shall make initial determinations of whether inappropriate use has occurred, and may consult with the Superintendent or designee and the school solicitor when necessary.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers and network resources are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [\[3\]](#)[\[4\]](#)[\[19\]](#)

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

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: [\[4\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response. [\[14\]](#)[\[20\]](#)

Guidelines

District computers and network accounts shall be used only by the authorized user of the computer or account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher, building administrator or other appropriate school staff. Network users shall not reveal personal information to other users on the network or Internet, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following: [\[4\]](#)[\[19\]](#)

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, social networking websites 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.
[21][22][23]
5. Restriction of minors' access to materials harmful to them or which have been designated as inappropriate matter in Board policy.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with Board policy, accepted rules of network etiquette and federal and state law and regulations. Specifically, the following are prohibited uses of district computers and/or network resources:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement.
5. Bullying/Cyberbullying.[14][20]
6. Hate mail, discriminatory remarks, harassment and offensive or inflammatory communication.[9][10][14][24]
7. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.[25]
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.[26]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Vulgar language or profanity.
11. Transmission of material that a reasonable person would know to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords and data belonging to other users.
13. Impersonation of another user, anonymity and pseudonyms.
14. Fraudulent copying, communications or modification of materials in violation of copyright laws.[25]
15. Loading or accessing unauthorized games, programs, files or other electronic media.
16. Disruption of the work of other users.

17. Destruction, modification, abuse or unauthorized access to network hardware, software, systems and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling, adjusting or bypassing the Internet blocking/filtering technology protection measure(s) without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing, deleting or downloading confidential information without authorization.
21. Unauthorized access or use of electronic physical access control systems.

Security

System security is protected through the use of passwords and/or encryption and district security procedures. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:[23][27][28]

1. Employees, students and other authorized users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another user.
3. Any user identified as a security risk or having a history of problems with other computers or network systems may be denied access to the district's computers and network resources.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network or Internet shall be subject to fair use guidelines and applicable laws and regulations.[25][29]

Consequences for Inappropriate Use

Users of district computers and network resources shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate or willful acts.[17]

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

General rules and Board policies for behavior and communications apply when using the district computers, network resources and Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action and/or referral to legal authorities. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the district, the Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.[6][7][8]

Legal

[1. 18 U.S.C. 2256](#)[2. 18 Pa. C.S.A. 6312](#)[3. 20 U.S.C. 7131](#)[4. 47 U.S.C. 254](#)[5. 18 Pa. C.S.A. 5903](#)

6. Pol. 218

7. Pol. 233

8. Pol. 317

9. Pol. 103

10. Pol. 104

[11. 24 P.S. 1302-E](#)

12. Pol. 236.1

13. Pol. 103.1

14. Pol. 249

15. Pol. 218.1

16. Pol. 218.2

[17. 24 P.S. 4604](#)[18. 24 P.S. 4610](#)[19. 47 CFR 54.520](#)[20. 24 P.S. 1303.1-A](#)

21. Pol. 113.4

22. Pol. 216

23. Pol. 830

24. Pol. 247

25. Pol. 814

26. Pol. 237

27. Pol. 800

28. Pol. 830.1

[29. 17 U.S.C. 101 et seq](#)[30. 42 U.S.C. 12101 et seq](#)[31. 29 U.S.C. 794](#)[32. 28 CFR 35.160](#)[24 P.S. 4601 et seq](#)[18 Pa. C.S.A. 2709](#)

Pol. 113.1

Pol. 220

Pol. 816

Pol. 824

[252-Attach AUP_Internet Computers and Network Resources.docx \(20 KB\)](#)



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	September 19, 2011
Last Revised	September 20, 2021
Last Reviewed	September 16, 2024

Purpose

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

Definitions

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

[1]

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. [1]

Authority

The Board prohibits all forms of bullying by district students. [1]

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

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[2\]](#)[\[3\]](#)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[\[4\]](#)[\[5\]](#)

Confidentiality

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

Retaliation

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

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

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.[\[1\]](#)

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[6\]](#)[\[7\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[\[1\]](#)

Education

The district may develop, implement, and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[6\]](#)[\[11\]](#)

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Legal

[1. 24 P.S. 1303.1-A](#)

[2. 24 P.S. 1302-E](#)

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

6. Pol. 218

[7. 22 PA Code 12.3](#)

[8. 20 U.S.C. 7118](#)

[9. 24 P.S. 1302-A](#)

10. Pol. 236

11. Pol. 233

Pol. 113.1