
WATTSBURG AREA ELEMENTARY CENTER

Hillary R. Barboni, Principal

Justin M. Grossman, Assistant Principal



STUDENT HANDBOOK 2024 - 2025

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WATTSBURG AREA SCHOOL DISTRICT MISSION STATEMENT

The Wattsburg Area School District challenges all students with rigorous, differentiated instruction provided by a caring staff.

- We believe that each student is unique and can learn when given support and daily opportunities to grow.
- We believe that instruction should be provided to each learner based on his/her individual need.
- We believe that schools and families should work together to help each student develop a positive self-concept and realize his/her full potential.
- We believe that a dedicated, continually educated staff will improve the quality of education.

**Dr. Ken Berlin
Superintendent**

**Mrs. Rebecca Kelley
Assistant to the Superintendent**

WATTSBURG AREA SCHOOL DISTRICT BOARD OF DIRECTORS

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Wattsburg Area Elementary Center

Mrs. Hillary R. Barboni, Principal
Mr. Justin M. Grossman, Assistant Principal

The Wattsburg Area School District does not discriminate on the basis of gender, race, color, age, natural origin, or disability in the admission or access to, or treatment, or employment in its programs or activities in compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 as amended, and The Americans with Disabilities Act of 1990.

For information regarding civil rights or grievance procedures, or for information regarding services, activities, or facilities that are accessible to and usable by handicapped persons, the Title IX and Section 504 Coordinator at (814) 824-3400.

CONTENTS

GENERAL INFORMATION AND PROCEDURES.....	5
Daily Schedule	
Transportation	
Cafeteria	
Attendance	
Dress Code	
Emergency Closings	
Emergency Drills	
Field Trips	
Holiday Parties	
Student Records	
Visitors	
Toys and “Share Days”	
Pet Visitation Procedures	
Party Invitations	
COMMUNICATION AND PARENTAL INVOLVEMENT.....	22
Contacting Teachers	
Classroom Visitations	
Parent-Teacher Organization (PTO)	
ACADEMICS	23
Homework	
Grading Periods/Report Cards	
Parent-Teacher Conferences	
Academic Curriculum	
Support Programs	
Testing Program	
HEALTH INFORMATION	28
Communicable Diseases and Common Illnesses	
Medication Policy	
Immunizations	
Head Lice	
Health Screenings	
SCHOOL RULES AND EXPECTATIONS	34
Student Responsibilities	
School Rules	
After School Detention	
Suspension and Expulsion	
Surveillance Cameras	
WATTSBURG AREA SCHOOL DISTRICT DISCIPLINE CODE.....	36
SCHOOL BOARD POLICIES	40
Volunteer Policy	
WASD ANNUAL CHILD FIND NOTICE	63
WASD ANNUAL GIFTED NOTICE	65

Wattsburg Area Elementary Center

2024-2025 School Calendar

August	26	First Student Day
September	2	No School – Labor Day
October	14 29	No School – Act 80 Day/Teacher In-Service Day End of First Quarter
November	8 27-29	No School – Act 80 Day – Parent/Teacher Conferences – Wattsburg Elementary and Wattsburg Middle Schools Only No School – Thanksgiving Break
December	2 23-31	No School – Thanksgiving Break No School – Winter Break
January	1-3 17 20	No School – Winter Break End of Second Semester No School – Teacher Work Day
February	14 17	No School – Act 80 Day/Teacher In-Service Day No School – Snow Make Up Day *If Needed
March	14 17 26	No School – Snow Make Up Day *If Needed No School – Act 80/Teacher In-Service Day End of Third Quarter
April	16-17 18-21	No School – Snow Make Up Day *If Needed No School – Spring Break
May	23 26	No School – Snow Make Up Day *If Needed No School – Memorial Day
June	5	Last Student Day

Please remember – All dates are subject to change

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Districts may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wattsburg Area School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor Roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters directory information, upon request—unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.¹

If you do not want the Wattsburg Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1 of each school year. The Wattsburg Area School District has designated the following information as directory information.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The post recent educational agency

GENERAL INFORMATION

DAILY SCHEDULE

Student School Day Hours	8:50 a.m. – 3:30 p.m.
Breakfast Program	8:50 a.m. – 9:00 a.m.
Homeroom Begins	8:50 a.m.
Dismissal Begins	3:30 p.m.
Teachers' hours	8:45 a.m. – 4:00 p.m.

The school's office hours are from 7:30 a.m. until 4:30 p.m. To contact the school office by phone, dial (814) 824-3400, extension 4152.

WAEC Students' Morning Arrival Schedule

Prior to 8:30 a.m.	Students MAY NOT be dropped off at school—There is no staff to supervise them.
8:30 a.m.	Students may be dropped off at school (The front doors will remain locked; students will be buzzed in and will head to the cafeteria/auditorium)
8:50 a.m.	Students are dismissed from the buses. Those students who are getting the Grab and Go Breakfast will head to the cafeteria to pick it up before going to their homerooms. Students waiting in the cafeteria/auditorium may go to their homerooms at this time
After 8:50 a.m.	Parents or other adults must come into the school and sign in the students at the main office

TRANSPORTATION

All students are eligible for bus transportation to and from school. However, parents may opt to drive their children to and from school. Bus transportation is provided by Durham School Services.

Due to safety concerns:

Students are not permitted to walk, bicycle, roller skate, roller blade, or skateboard to school.

Vehicles are not permitted to park in the back parking lot during arrival and dismissal.

Pedestrians are not permitted to walk in the back parking lot during arrival and dismissal.

Bus Riders:

Students who are transported on buses arrive between 8:30 a.m. and 8:50 a.m. The students will be dismissed from their buses and will report directly to their classrooms. Students purchasing a Grab and Go Breakfast will stop at the cafeteria, pick up their breakfast, and bring it with them to their classroom to eat. At dismissal, bus riders are escorted to their buses by homeroom teachers beginning at approximately 3:40 p.m.

Administrative Regulation: Policy 810

Student Bus & Route Assignment

Students will be picked up and dropped off at one (1) bus stop. This bus stop can be one for the AM pick-up and a different stop for the PM.

All students will be assigned a bus seat by the bus driver and/or principal. Students in grade five (5) and six (6) are not permitted nor will be assigned to sit in the back half of the bus.

Middle and high school students are not permitted to ride the elementary school bus in the morning if they miss their regularly assigned bus stop and time. Truancy and/or student disciplinary action may be taken by the principal or assistant principal for tardy arrivals or absences as per board policy.

The District will work with parents regarding reasonable babysitting or daycare arrangements. This means a child will be picked up and/or discharged at the same loading zone daily on a weekly basis. There can be one pick-up/drop off for the morning and a different one for the afternoon.

The district will honor split custody arrangements where both parents live in the district. Parents in this situation are encouraged to utilize the same daycare or babysitter to minimize the potential for four different stops in one week. These will be handled on a case-by-case basis.

“Day of change” requests to an assigned afternoon bus route must be requested before 2:00 p.m. and will only be honored for family illness, death or accident. No other changes will be accommodated.

The District recognizes families are faced with work, childcare, and custody constraints, and will consider written requests for an individual stop alternative for these reasons. Requests will only be granted under the exceptions discussed above and will be subject to the following criteria:

1. There is space available on the alternative bus requested and the stop is already designated on an established bus route.
2. The change will be long term or pursuant to a Custody Order issued by a court of competent jurisdiction within the Commonwealth of Pennsylvania, except under emergency conditions.
3. Custody arrangements must be supported by a written custody agreement (copy provided to the school the child attends).
4. The schedule must be the same set schedule every week (no variations from week to week).
5. Requests for changes to a student’s normal bus schedule must be made in writing and submitted to the principal at least 2-weeks in advance.

Car Riders:

Parents who drive their children to school must drop children off at the front entrance rather than the bus entrance. Children should arrive between 8:30 a.m. and 8:50 a.m. Students will report directly to the auditorium. If parents/guardians transport children to school before 8:30 a.m., they must wait in their vehicles and supervise their children until 8:30 a.m. Children who arrive after 8:50 a.m. are considered tardy and **MUST** be brought into the building by their parent/guardian to report to the school office before going to their classroom.

Picking Students Up at Dismissal:

In an effort to ensure the students' safety, parents who choose to pick up their child/children after school **are required** to send a note to their child's homeroom teacher which includes the date, name of person picking up the child/children, and the parent's signature. If you decide to pick up your child/ren and did not send in a note with your child/ren, you **MUST** contact the elementary office via phone before **2:00 p.m.** on that day. This will help ensure that the dismissal process goes smoothly. The secretaries will inform the homeroom teacher of the change in transportation.

Car riders will be dismissed at 3:30 p.m. Parents/Guardians will remain in their vehicles at dismissal and display their Yellow Cards with their child/ren's names on them. The students will be in the gymnasium at this point and staff members will call for the students to come out of the building as their parent/guardian arrives.

*** Detailed pick-up information is available on the district website.

Also, no parking is permitted in the "Bus Loading" zone directly in front of the elementary center.

PEACEFUL BUS PROGRAM

The Peaceful Bus Program was implemented at the Wattsburg Area Elementary Center in April of 2011 in order to promote positive bus behavior ensuring rider safety. Currently at Kindergarten Orientation, the new students participate in a program that teaches the bus rules and bus safety. Throughout the school year, the bus drivers, administration, and staff work together to teach and reinforce the bus rules, extend the Olweus Anti-Bullying program to the bus environment by establishing the expectation of respectful bus behavior, and teaching students about rider safety. As deemed necessary, a bus route group may meet to discuss how to resolve issues that exist on the bus or engage in an activity that teaches appropriate behavior. The lessons can occur on the buses, in a classroom, or in the auditorium. If a bus route meeting does occur, parents will receive notification concerning the reason for the meeting. Finally, the students also practice the emergency drills which are a state requirement. The bus drivers, educational staff, and administrators sincerely appreciate your support in order to promote and reinforce positive bus behavior with your child/children.

ELEMENTARY BUS RULES

Pennsylvania Code

Title 18-Crimes and Offenses

Chapter 55 - Riot, Disorderly Conduct and Related Offenses

§ 5517. Unauthorized school bus entry.

(a) **Offense defined.**--A person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

The following 10 rules provide information about bus conduct. These rules do not take the place of the district's official rules of bus conduct. However, these rules apply specifically to elementary bus riders. (In addition, the universal school rules are still in effect during the bus rides which include: take care of yourself, take care of each other, and take care of your bus.)

1. Arrive at the bus stop on time so that your bus will stay on schedule. (The students should arrive at the bus stop 5 minutes before pick up.)
2. **If crossing the road to board the bus, students must always stay alert, check for traffic, cross only with red bus lights flashing, and cross 10 feet in front of the bus.**
3. Obey the driver's instructions.
4. Keep your hands, feet, and other objects to yourself.
5. Stay seated.
6. Be courteous and respectful.
7. Keep the bus clean.
8. If an item does not fit in your backpack, hold it on your lap. If an item is too large to hold on your lap, do not bring it on the bus.
9. Do not bring live animals, including fish, on the bus.
10. Do not bring glass objects on the bus.
11. Throwing items inside or out of the bus is not allowed.



Our Peaceful School Bus Rules

Stay seated at all times; the driver may tell you where to sit.

Always respect others, the bus, and yourself.

Flinging things in or out of the bus is not allowed.

Early – be out and ready 5 minutes before pickup.

Talk quietly; no hurtful words.

You are responsible for your actions.

BUS DISCIPLINE PROCEDURES

Students who are transported in a school bus or other school vehicle are under the authority of the bus driver and/or the coach or advisor. The building principals are responsible for determining the guilt or innocence of students charged with violating the Bus Discipline Procedures. The consequences specified for the minor and major offenses are cumulative. For example, if a student has one minor offense on his/her record and is disciplined again for a major offense, the student will receive a major second offense consequence.

Minor Offenses

The following are considered **minor offenses**:

1. Being too loud
2. Refusing to follow clear and specific instructions
3. Being discourteous to others, e.g. pushing, teasing
4. Displaying inappropriate affection, e.g. kissing
5. Refusing to stay seated
6. Eating or drinking without permission
7. Littering inside the bus

Consequences for minor offenses include the following:

1. The bus driver may choose to . . .
 - Talk with student about the problem.
 - Assign the student to a different seat.
 - Create a written log of the incident.
 - Submit a written incident report to the transportation supervisor and/or principal.
2. If the driver files an incident report, the elementary principal will contact the student's parents to discuss the problem. Depending on the nature of the misconduct, the elementary principal will assign one or more of the consequences listed below.
 - Take away recess.
 - Create a behavior booklet for bus rides.
 - Have the guidance counselor speak with the student.
 - Assign detention.
 - Take away student's riding privileges.

Major Offenses

The following are considered **major offenses**:

1. Being defiant or disrespectful to the bus driver
2. Using profane language or obscene gestures
3. Purposely distracting the driver
4. Littering outside the bus
5. Possessing weapons or using lighters or matches
6. Being physically aggressive toward others, e.g. biting, hitting, fighting, throwing objects
7. Using tobacco or other illegal substances
8. Refusing to follow emergency procedures
9. Causing damage to the bus*

Consequences for **major offenses** include the following:

First Offense

The bus driver files a written incident report with the transportation supervisor, and the transportation supervisor forwards the report to the elementary principal, who notifies the student's parents. The elementary principal also meets with the student and assigns an appropriate consequence as listed above in the "minor offenses" section.

Second Offense

See "first offense." Also, the elementary principal may suspend riding privileges for up to ten days.

Severe Offenses

Depending on the type of misconduct, students may immediately receive "second offense" consequences.

*Students who damage the interior or exterior of a bus must repay the school district for damages they incur.

**After a student has committed a bus offense, a written notice may be sent home providing a written warning which indicates that the next offense will, most likely, result in a bus suspension.*

CAFETERIA

Children may receive breakfast and lunch each day at no cost, or parents may opt to pack lunches for their children. Children may also purchase milk, entrees, fruit, vegetables, and snacks separately. If children purchase a la carte items at school, they use their personal four-digit account number and the cost of the item is deducted from their account. The Wattsburg Area School District utilizes School Café, which is free to create an account in School Café, view the current balance, and see what items were purchased. There is a fee to add money to the account through the app or website, but students may still bring in a check or cash to add money to their account. Any balance left from the previous school year will transition to the current school year. The business manager regularly sends home meal account statements so that parents know the status of their child's meal account. Children receive menus for each month and the menu is on the website, www.wattsburg.org.

A la carte items cannot be charged.

BREAKFAST PROGRAM

Students may receive a healthy breakfast between 8:30 a.m. and 8:50 a.m. each day. Breakfast is not served on days with a 2-hour delay.

LUNCH PROGRAM

Students may purchase a nutritious lunch during their thirty-minute lunch period. According to Pennsylvania Nutritional Standards, the cafeteria no longer offers or serves double lunches to elementary students.

For breakfast and lunch prices, please see our district website www.wattsburg.org

CAFETERIA PROCEDURES

1. Students have assigned seating during lunch.
2. After getting your lunch, stay seated until you are dismissed by a lunch aide to take care of your trash, tray, and silverware.
3. Talk quietly with others at your table; use good table manners.
4. Before leaving the cafeteria, clean the area in which you are sitting.
5. Follow the school rules:
 - ❖ Take care of yourself.
 - ❖ Take care of others.
 - ❖ Take care of the school environment.

CAFETERIA DISCIPLINE PLAN

Currently, a card system is utilized. A student will miss 5 to 10 minutes off their recess if a yellow card is received. If a red card is given to a student, he or she will miss their entire recess. A student may surpass steps one and two when applicable.

STEP ONE:	Receive a verbal reminder.
STEP TWO:	Receive a yellow card. (Must be given to the teacher with an explanation of actions.)
STEP THREE:	Receive a red card. (Must be given to the teacher with an explanation of actions.)

ADDITIONAL DISCIPLINE OPTIONS:

- Moved to a different seat and/or separate table or removal from the cafeteria to eat in the office conference room.
- Written up on a behavioral report with possible consequences based on the school discipline policy.
- Meet with a principal, who may set further consequences according to the school discipline policy. Parents will be notified of frequent misbehavior.

ATTENDANCE

The PA Department of Education and the schools of the Commonwealth are obligated to comply with state and federal requirements for student attendance and truancy.

COMPULSORY SCHOOL ATTENDANCE

Note regarding Compulsory School Age - Policies 201, 204, & 208

[HB 1615](#), now Act 16 of 2019, amends the definition of compulsory school age in the PA School Code 24 P.S. Sec. 13-1326. Beginning with the 2020-2021 school year, compulsory school age will be defined as from the time the person in parental relation places the student in school, which shall be no later than six (6) years of age until the student reaches eighteen (18) years of age, unless the student has graduated from school.

Truant/Habitual Truancy

Truant – A child subject to compulsory school laws having three (3) or more school days of unexcused absence during the current school year.

Habitual Truancy – A child subject to compulsory school laws having six (6) or more school days of unexcused absences during the current school year. These absences do not need to run consecutively.

Unlawful Absence (Under 18 years of age)

It is the responsibility of the parent or guardian to submit, in writing, a reason for their child's absence after the child returns to school (see also: Excused & Unexcused Absence).

1. The student is responsible for making up schoolwork missed when absent. Alternate assessments may be given at the discretion of the teacher.
2. **If an excuse is not submitted by the third day after returning to school, the absence will be recorded as unlawful **** (see also: Excused & Unexcused Absence).
3. When a student has accumulated three (3) days of unlawful absences or its equivalent, it shall constitute the student as being truant. The administration:
 - a. Shall serve written notice to the parents or guardian of the pupil.
 - b. May also arrange a conference with the parents or guardian. This may be by phone or in person.
 - c. Referral to the SAP team may be recommended (see also: SAP).
4. When a student has accumulated four (4) days of unlawful absences or its equivalent, administration shall schedule a Truancy Elimination Plan (TEP) meeting with the student and parent/guardian. If the parent/guardian fails to attend the TEP meeting, the administrator will complete the School Attendance Improvement Plan. The Plan shall be retained in the student's file.
5. When a student has accumulated six (6) days of unlawful absences or its equivalent, it shall constitute the student as being habitually truant. Any additional absences that occur after the Truancy Elimination Plan meeting has taken place will result in the following:
 - a. Case being referred to the local magistrate for violation of the Pennsylvania compulsory attendance laws. **NOTE: Attendance violations can result in fines of up to \$300 per unlawful absence**

- b. The student being referred to a school-based or community-based attendance improvement program or the local children and youth agency.
- c. The administration can also file a petition to adjudicate the student a dependent in juvenile court proceedings.

Parental Notice of Absence

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

7 Day Letter - Excessive Absence Notification

- 1. After seven days of absence in a school year, a courtesy letter of notification will be sent to the parent/guardian by the building principal. The student will be placed on the excessive absence list.
- 2. Such notification will include a statement regarding the need for a doctor's excuse for absences, should the excessive rate of absenteeism continue.
- 3. Students with excessive absence may be referred to the Student Assistance Program (SAP).

10 or More Day Letter - Physician's Excuse Notification

- 1. After 10 or more days of absence in a school year, a letter of notification may be sent to the parent/guardian by the building principal, upon review of the circumstances of such absences.
- 2. Upon issuance of such letter, subsequent absences shall require submission of a physician's excuse. Failure to supply a physician's excuse may result in the absence being considered unexcused and/or unlawful as per number 3 of this section.
- 3. Attendance secretaries and/or administration will carefully review absences in this category. School administrators are authorized to excuse such absences from school for necessary and justifiable reasons.
- 4. If the SAP process has not been initiated, it will be recommended.
- 5. The parents or guardian of students who demonstrate significant and sustained improvement in attendance, as determined by the administration, will be sent written notification that a physician's excuse is no longer required to sustain excusable absences as outlined previously in this policy (see: Excused & Unexcused Temporary Absence).

Excused Absence

Students residing in the Wattsburg School District will be temporarily excused from attending school for the following reasons:

- 1. Illness and other urgent reasons, death in family, family emergency, court appearance, impassable roads, weather emergency.
- 2. Health care.
- 3. Observance of religious holidays.
- 4. Educational trips, pre-approved but not sponsored by the school district. If a child is going to be absent from school because of a trip they must pick up a form at the school office and have it submitted to the principal/superintendent for approval.

Unexcused Absence

An absence from school for any of the following reasons will not be excused:

1. Babysitting
2. Missing the bus when it is reasonably on schedule
3. Hunting or fishing when it is not part of a pre-approved educational tri.
4. Shopping or running errands
5. Participating in a hobby or pursuing a skill

REPORTING AN ABSENCE

When a child returns from being absent, parents must send an excuse to the homeroom teacher. Please include the child's name, reason for absence, date(s) of absence, and parent's signature. If a child is dismissed early or arrives late at school because the child had a doctor or dentist appointment, parents must provide a signed excuse from the doctor or dentist's office that includes the date and time of the appointment.

TARDINESS

Children must arrive at school by 8:50 a.m. Children who arrive after 8:50 a.m. are considered tardy and must be brought into the building by their parent/guardian to report to the school office before going to their classroom. Parents will be notified in all cases of excessive tardiness. Students who arrive after 12:15 p.m. will be marked absent for ½ day and students who leave before 12:15 p.m. will be marked absent for ½ day.

EARLY DISMISSAL

If a child must leave school early, parents are required to notify the classroom teacher in writing. The letter must include the date, reason for leaving, name of person picking up the child/children, and the parent's signature. **The person picking up the child or children must have identification available to show to school personnel.** In the event that an unexpected pick-up is necessary, please call the office immediately in order to notify the secretaries. Parents must pick up and sign out children from the school office. Note that a secretary will call children to the office once parents arrive at the school and check in at the school office. Teachers are not permitted to send children to the office for early dismissal. Again, when a parent arrives at school, a secretary will call the child's classroom to have the child report to the office. This procedure allows teachers and children to maximize instructional time.

EDUCATIONAL TRIPS

The Board recognizes that student travel with parents/guardians under certain conditions can provide a very rewarding educational experience. All non-school-sponsored educational trips that will result in the absence of the student must be pre-approved by the Superintendent or designee. Approval will be contingent on the following conditions:

1. The students participating in a non-school-sponsored trip must be under the supervision of the parent/guardian or another adult acceptable to the Superintendent.

2. The parents/guardians must submit a travel itinerary to the Superintendent or designee.
3. The itinerary will include a description of the educational activities that are to be experienced by the student.
4. It is the obligation of the parent to notify teachers no less than five (5) days in advance of commencement of the trip and to procure all school assignments. The student will be required to make up any work that is missed during the trip. The parents/guardians will be required to sign a statement acknowledging these responsibilities of the student.
5. No non-school-sponsored educational trip will be approved by the Superintendent or designee if it results in an absence of more than ten (10) days unless it is justified by the academic and attendance records of the student. In no case will an approved trip result in more than twenty (20) days of absence.
6. The student may be required to submit a report to the principal regarding the educational aspects of the trip upon returning to school.

Attendance-Virtual Learning

Students enrolled in WASD Cyber Academy or remote learning will be counted as absent/present according to the following chart.

Possible Access/Completion Combinations	Confirmation of Access	Timely Submission of Assignment	Attendance Decision
Evidence of Access and Completion	Yes	Yes	Present
Evidence of Completion, but not Access	No	Yes	Present
Evidence of Access, not Completion	Yes	No	Absent
No Evidence of Access or Completion	No	No	Absent

DRESS CODE

School officials may impose limitations on dress if the attire causes a disruption of the educational process or constitutes a health or safety hazard. Studies show that dress and behavior are usually closely related. Therefore, the following guidelines have been established:

- The School Board requires students to wear a mask in accordance with the Wattsburg Area School District Phased Reopening Health and Safety Plan as it is amended from time to time. Every student will be given a school-issued mask that needs one. Students are permitted to bring their own mask from home. ***Please see full board policy on page 40 for additional information.

- School clothing, footwear, and accessories should not constitute a safety hazard. They should be neat, clean, and properly fitted, and they should not interfere with or detract from the educational climate of the school.
- Appropriate footwear must be worn at all times. No bare feet, flip-flops, open-toed sandals without a secure strap, and shoes with wheels.
- Halter tops, spandex shorts or pants, and shirts with vulgar language are not permitted. Attire that exposes children's midsections (front or back) and/or undergarments while children are standing or sitting is not permitted.
- Clothing with drug and/or alcohol-related slogans and pictures are not permitted.
- Hats and head coverings are not permitted during the school day.
- Students may wear shorts in warm weather. However, shorts must be at least "finger-tip length," meaning that students' fingertips should touch the bottom of their shorts when students are standing.
- **Students have approximately 20 minutes per day of outdoor recess. In cold weather, students should be prepared for possible outdoor recess with boots, snow pants, gloves, hat, and coat.**

EMERGENCY CLOSINGS

During severe weather, the Wattsburg Area School District may cancel school or operate on a two-hour delayed start. When the school district operates on a two-hour delay, all starting times are delayed by exactly two hours; the cafeteria serves lunch on its regular schedule, and school is dismissed at the regular time.

In the event of severe weather, parents should receive an automated call from the district superintendent. This call will inform families of the nature and duration of the delay or closing. The automated call system calls the telephone number parents designate as their primary or home number. If a family's primary number changes, please contact the elementary center office to provide an updated number. Parents may also monitor local television and radio stations or check the district's website, www.wattsburg.org, for information regarding school closings or delays.

During severe weather or emergency conditions, it may also be necessary to close school during the day. Television and radio stations will be notified, and information will be posted on the district website. Families should also receive an automated telephone call from the superintendent. This call will inform families of the early closing. In addition, staff members will make every effort to contact each family to inform them of the early closing.

Emergency Drills

Throughout the school year, in an effort to prepare students and the staff for emergency situations, a variety of safety drills are practiced. Some of the drills require students and staff members to evacuate the premises and other drills require the participants to remain in the building, whether in their classrooms or a designated location.

Fire Drill: All people in the building must evacuate the building in an orderly manner utilizing the nearest exit. All classes have designated outside locations, where they remain until all students, staff, and visitors are accounted for. If for any reason, a class exited to another location, it is communicated to the supervising staff. Fire drills must be completed on a monthly basis.

Weather Drill: Staff members and students go to a designated location, the students assume the safety position, and then the remaining procedures are followed to account for the students.

Bus Safety Drill: These occur in an effort to teach students where the emergency exits are located on the bus and how to safely exit. In addition, the students learn about the safety tools that they may need to access in an emergency situation.

Lock down Drill: Practiced periodically. There are various types of lock downs which can be utilized in an emergency situation to ensure safety. For instance, if there was a situation where extra precautions needed to be taken, then a code can be called so that extra security is given as visitors approach the building. In addition, all classroom doors could be locked, but students may be permitted to move freely throughout the school day (escorted by their teacher) as they follow their regular schedule. If a more severe issue is present, then staff and students would be required to remain in their classrooms with the doors locked and not permitted to move to other areas of the building until the threat no longer existed.

The elementary center will practice a lock down drill during the school year so that all participants learn the proper procedures of this drill. Lock down drills are implemented in a developmentally appropriate manner in an effort to alleviate any anxiety the students may experience by having classroom discussions to provide the information, disseminating information during morning announcements several days prior to the drill explaining the procedures, and sending home a letter in order to make parents aware the drill is being conducted. It is recommended that parents also discuss with their child why it is necessary to practice the lock down drill. During a lock down drill, a notice will be posted on the doors that a drill is being conducted and visitors will not be admitted or permitted to leave the elementary center until the drill has concluded.

If you have any questions concerning this information, please contact your child's homeroom teacher or one of the principals. Once again, these drills are conducted to ensure your child's safety in the event of an emergency. Your assistance and cooperation is sincerely appreciated.

FIELD TRIPS

Field trips to museums, nature centers, and other places of interest in and outside the community are considered extensions of the classroom activities. Teachers will keep parents informed of upcoming field trips. **In order for a student to participate, parents must sign a field trip permission slip and return it to the teacher 1 week prior to the trip.** While most field trips are funded by the contributions of the Elementary Center's active PTO, some field trips may require a small fee. Field trip meals can be provided from the cafeteria for the same cost as a school meal.

Transportation is provided by Durham School Services. Students are expected to exhibit good behavior on the bus as well as at the visitation site; students who do not follow school rules will be subject to the WASD Disciplinary Code. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the school. The principal reserves the right to deny participation if a student's behavior poses a threat to the safety of the student or others or is disruptive to the educational program. **All** students will return to school on the buses and remain in school until the normal dismissal time.

Teachers are not permitted to dismiss students to parents from the field trip location unless there is an extenuating circumstance for doing so and the principal or assistant principal has approved this dismissal.

LOST AND FOUND

All supplies and outerwear should be labelled with your child's name. Items found around the school are placed in the "Lost and Found" location in the school's main hallway. Children and parents are encouraged to regularly search for missing items at the "Lost and Found" area.

CLASSROOM PARTIES

The Elementary Center's PTO sponsors several classroom parties throughout the school year. Dates and times for each party will be listed on the monthly school calendar.

- **General Procedures for ALL Celebrations:**
 - Only Wattsburg Area School Board approved volunteers may attend classroom parties.
 - **The classroom parties are for the WAEC school children. No other children are permitted to attend.**
 - Guests will sign-in immediately when they enter the school.
 - Only room parents will be able to go to the classrooms at the designated time.
 - Parents remain in the room that they have volunteered as the room parent.

A student may be excused from any classroom party if his parent/guardian wishes. Classroom teachers organize volunteers to provide snacks and party activities.

WASD SNACK POLICY

The Wattsburg Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. In compliance with the school district's Wellness Policy 246, please adhere to the following guidelines:

IN GENERAL

- It is the responsibility of the classroom teacher to monitor classroom snacks.
- The number of classroom parties/celebrations with food/beverages may be limited by the building principal.
- Children may bring **nutritious snacks** (see *Suggested Nutritious Snack Ideas* below) to share with all of their classmates as shared classroom snacks, on holiday party days, and for birthday celebrations.
- The teacher will inform the building principal of food as rewards and/or incentives that do not fall under the *Suggested Nutritious Snack Ideas* for approval.
- Please limit the treat to one item per child.

PARENT/GUARDIAN SPECIFIC

- Parents and students must contact the classroom teacher in advance to arrange a time that will not disrupt the classroom schedule and to determine an appropriate snack since some children may have food allergies, diabetes, and other conditions that require specific considerations.
- Parents/guardians should only bring food in when requested for scheduled parties, rewards, or special events.

SUGGESTED NUTRITIOUS SNACK IDEAS

100-200 cal. snack packs	Cheese sticks/cubes	Crackers (graham/animal/cheese)
Fruits	Granola/protein bars	Low sugar items
Nuts/Seeds	Popcorn	Pretzels
Sugar free Jell-O	Trail mix	Vegetables
Sugar Free Pudding	Yogurt	Water

STUDENT RECORDS

The Wattsburg Area School District Board of Directors affirms the student's right to privacy and the right of authorized individuals to have access to the records. In an attempt to balance these rights with administrative effectiveness, the Board of Directors has established a comprehensive policy on student records.

A student's permanent record includes personal identification information, academic records, standardized test scores, awards received, and other pertinent information. Parents or eligible students have the right to inspect and review the student's educational record. Parents must make requests to the principal for policy information or for access to student's records.

VISITORS

All visitors, **including parents and volunteers**, must report to the school office immediately upon entering the school. The Wattsburg Area School District utilizes the Raptor Visitor Management System where each visitor to the school must present a driver's license or other government issued photo ID. This ID will be scanned by a school staff member and a visitor's badge will be issued to the person stating their name, photo, and destination if there is no alert indicated in the database. This procedure is strictly enforced for the safety of all children. For a full description of the Raptor Visitor Management System, please visit our school district's website at www.wattsburg.org.

TOYS AND "SHARE DAYS"

Please have your child keep all his/her toys at home. Students are not permitted to sell, trade, or buy toys while at school or on the bus. **Trading cards of any kind, including Yu-Gi-Oh and Pokémon cards, are not permitted at school, even on your child's "share day."** Some teachers allow children to bring in objects to share on each child's particular "share day," and teachers emphasize sharing for the purpose of learning. You will receive specifics about share days from your child's teacher. We encourage children to share photos of their families or trips they have taken, sports, or club memorabilia like awards or trophies, and objects that are special to them such as their favorite book or stuffed animal. At times, teachers may specify specific share topics that relate to areas of the curriculum that children are studying.

PET VISITATION PROCEDURES

Because of various allergies, please do not bring any pets into the building without making prior arrangements with your child's teacher and with the principal. Also, please limit your pet visit to our front hallway, where it is tiled and easier to clean up after your pet leaves. Although teachers do have pets such as hamsters and birds in some of our classrooms as part of our curriculum, we want to be careful to take care of our children and staff in the building who have pet allergies.

PARTY INVITATIONS

Children may distribute party invitations at school if the children pass an invitation to **all** members of the class. If children are not planning to invite all class members to their party, children must distribute party invitations via another means other than distributing them in school or on the bus. School personnel are not permitted to give out student names and addresses.

Some WAEC students that ride buses have a severe food allergy to peanuts/nuts and any exposure to peanuts/nut could cause a life-threatening allergic reaction.



We are asking for your help to provide these students with a safe school bus environment by voluntarily adhering to the food allergy safety guidelines below.

- If your bus driver allows eating on the bus-Please do not send any open food items with peanuts or nuts on the nutrition label.
- If your child ate food containing nuts/peanut butter for breakfast-please make sure his/her hands were washed with soap and water before entering the school bus.
- If you send any food items containing nuts/peanut butter to school, please instruct your child to keep the items in his/her book bag while on the school bus.

Again, the above guideline, are voluntary.

To prevent problems with allergies and potential choking, the district prefers that students not eat on the bus. We would ask you to work with your child to avoid situations where he/she is eating on the bus.

The safety and well-being of ALL of our students is of the utmost importance to us. Thank you for your support and cooperation.

More information is available at <http://www.peanutallergy.com/what-is-a-peanut-allergy.html>

COMMUNICATION AND PARENTAL INVOLVEMENT

At the beginning of the school year, parents/guardians are asked to update emergency information so that school personnel can reach them at any time. Please update this information throughout the year as we must have current, correct information at all times. **Parents must immediately notify the school office of any change in home or business address or telephone number. It is necessary at all times for the school office to have telephone numbers where parents can be contacted in case of emergency or illness.** If parents anticipate being out of town or otherwise unavailable, please notify the school office with the name of the person in charge and telephone numbers in case of emergency.

CONTACTING TEACHERS

Parents may contact teachers by email, note, or via phone calls. At the beginning of the school year, teachers provide parents with their email address and school phone extensions. Parents may leave a voice message for their child's teacher at any time. Parents should call (814) 824-3400 and follow the prompts to access the teacher's voice mail. Teachers will return calls in a timely manner. Parents may also contact teachers via their school email addresses, which can also be accessed through the district website, www.wattsburg.org.

If your child is having difficulties or if you have questions or concerns, begin by making an appointment to talk with your child's teacher. Most problems can be resolved through a candid discussion between parent and teacher which results in a mutually agreed-upon action plan. At times, the school nurse, guidance counselor, or special area teachers are also involved. Problems that are not resolved through discussions with the classroom teacher should be discussed with the principal. Problems that are not resolved through discussion with the classroom teacher and principal should be discussed with the superintendent.

CLASSROOM VISITATIONS

Teachers welcome parents to schedule classroom visits to observe first-hand the various aspects of the children's instructional day. Classroom visitations must be scheduled in advance by contacting the classroom teacher and also be authorized by the building principal. The following are several guidelines concerning classroom visitations:

- Visitations must be scheduled at least one week prior to visitation.
- Visitations are limited to two per week unless otherwise agreed upon by the teacher.
- A maximum of two adult visitors are permitted to visit a classroom at one time.
- Classroom observations are limited to one hour per visit.
- Parents should schedule a follow-up conference at a later time to discuss questions and comments about the visit.

PARENT-TEACHER ORGANIZATION (PTO)

Our school is very fortunate to have a strong and dedicated Parent-Teacher Organization. The PTO engages in a wide variety of activities that complement and enhance the academic program and build community. The PTO is actively involved in fund-raising to support field trips, quality assemblies, and classroom parties, as well as other special programs and equipment. In addition, PTO members serve as volunteers for such activities as School Store and Santa's Shop. PTO meeting times, current school year officers and other information will be sent home early in the school year.

ACADEMICS

HOMEWORK

Teachers design homework assignments as meaningful outgrowths of classroom instruction. Teachers know that children are involved in evening activities; however, time should be budgeted so homework can be completed. A student has a better day in school when he/she comes prepared and ready. Students in kindergarten, first, and second grades should spend between ten to twenty minutes completing homework assignments. In third grade, students should spend between thirty to forty-five minutes completing homework assignments, and fourth graders should spend between forty to fifty minutes completing homework assignments. Please check with your child's teacher for specific homework policies.

The purposes of homework assignments are as follows:

- Teach children to work independently and to assume responsibility for completing work.
- Reinforce concepts and skills that students learn at school.
- Provide needed remedial work or work missed because of absence.
- Enrich school units and lessons.

Teachers will often include the following assignments:

- Read books with family members or independently.
- Practice math skills and spelling words.
- Write responses or journal entries.
- Construct projects.
- Collect items for displays, experiments, and demonstrations.
- Complete assignments which children start at school.

Parents can help children to develop good study habits in the following ways:

- Establish a time and quiet place where children can complete homework.
- Help children interpret directions.
- Foster a sense of responsibility for completing homework.
- Foster a sense of pride in neatness, accuracy, and "a job well done."

In the event that children are absent, parents may request that teachers compile homework assignments. Parents should contact the school office at 824-3400, extension 4152 between 8:30 a.m. and 10:00 a.m. to request assignments for their child. Given limited preparation times, teachers may not be able to fulfill parents' requests until later in the school day.

Grading Periods

The dates below show when our grading periods end:

October 29 th	End of First Grading Period
January 17 th	End of Second Grading Period
March 26 th	End of Third Grading Period
June 5 th	End of Fourth Grading Period

For the first three grading periods, teachers send report cards home with students approximately ten days after the end of the grading period or distribute the report cards at scheduled parent teacher conferences. Students receive their final report card in the mail approximately ten days after the last day of school.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences present an excellent opportunity for parents and teachers to share information and share ways to best provide for students' academic and social growth. Parent-teacher conferences are held for all students in November. In addition, teachers or parents may arrange conferences at any time during the year to address specific concerns.

ACADEMIC CURRICULUM

ELA (English Language Arts)

The ELA curriculum utilizes a few core resources.

- Heggerty (K,1)/Foundations (K-3) (ELA phonemic awareness, phonics)
- My View (1-3) (ELA/Reading)
- EL Education (4) (ELA/Reading)

Heggerty focuses on phonemic awareness, which is a foundational skill and critical component of literacy instruction. It is the ability to identify and manipulate individual sounds in spoken words. Foundations provides a systematic and explicit approach to reading and spelling with phonics. Teachers in all elementary grades provide students with opportunities for independent reading. Independent reading provides children with many opportunities to read books at their independent level, which research supports as one of the surest ways for children to grow as readers.

All grades, K-4, utilize Acadience Reading Benchmark and Progress Monitoring assessments. Acadience offers measures that help teachers determine how students are performing on foundational reading skills.

MATHEMATICS

Teachers in all elementary grades use Eureka² in Math and implement a hands-on approach to teaching mathematics. Teachers provide students with many opportunities to understand math concepts concretely using manipulatives such as connecting cubes, base ten blocks, or fraction circles. Teachers also guide students to write about their mathematical thinking. Beginning in first grade, teachers work with students to memorize and build fluency of basic addition and subtraction facts. Beginning in third grade, students begin to master multiplication and division facts.

CONTENT AREA SUBJECTS

Students receive instruction in social studies, science, and health. Many times, content area topics are integrated into literacy activities as students read and write about these topics.

SPECIALTY AREAS

Students attend art, music, physical education, STEAM, and library classes each week. Our school staff includes a full-time art teacher, music teacher, librarian(s), and physical education teacher. The classes rotate on a 5-day schedule so that all students have equal opportunity to participate in each special.

LIBRARY

Students may check out books during scheduled library classes and other pre-scheduled times with teacher and librarian permission. The students in kindergarten through third grade are permitted to check out one book per week. The students in grade four are permitted to check out two books per week. Renewals are available if the students bring their book(s) to the library. Additional check-outs are also available on a case-by-case basis for projects. **Parents/guardians are responsible for paying for lost library books before the student may check out new books.**

SUPPORT PROGRAMS

SCHOOL WIDE TITLE I READING and MATH

The Title I program provides students in kindergarten through fourth grade with additional reading and math support. Our Title I staff includes specialists who work collaboratively with the students' classroom teachers in order to provide students with instruction that fits their individual needs.

DISCOVERY

Discovery is a program designed for gifted students in the Wattsburg Area School District. At the Elementary Center, students who qualify for this program participate for approximately one half-day per week.

LEARNING SUPPORT/EMOTIONAL SUPPORT

The learning support and emotional support programs provide support for students with specifically diagnosed learning and/or emotional disabilities. Two full-time learning support teachers and one full time emotional support teacher provide these support services for students in kindergarten through fourth grade.

RAINBOWS FOR ALL CHILDREN

“Rainbows for all Children” is a support program for children who have suffered a significant loss in their lives, such as divorce or death of a parent. “Rainbows,” while not a therapy or counseling program, provides a peer support group led by an adult who has received specific training regarding the “Rainbows” program.

GUIDANCE

The Elementary Center's staff includes one full-time school counselor who provides students and their families with a wide range of supports. The school counselor teaches whole class lessons in kindergarten through fourth grade, addressing topics such as friendship and good choices. In addition, the school counselor provides individual and small group counseling. The school counselor also acts as a home-school liaison for health concerns and special services for students.

TESTING PROGRAM

Standardized tests, which measure progress in basic subject areas, are administered in the spring. In third grade, students are required to take the PSSA (Pennsylvania System of School Assessment) in reading and mathematics, and in fourth grade, students are required to take the PSSA in reading, mathematics, and science. Additionally, students in kindergarten through third grade periodically participate in Acadience testing. Teachers use the information provided by all of these assessments to plan for children's instructional needs. Parents with questions about testing procedures or results should contact their child's classroom teacher or a building principal.

HEALTH INFORMATION

While school attendance is a major factor in student success, good health is more important than perfect attendance. Therefore, at times students need to stay home because of illness. Students are excluded at the discretion of the school nurse for illness or injury. In the interests of your child, other children, and staff members, please keep your child at home if s/he exhibits the following symptoms:

Stomach Ache	Headache/Fever*
Change in Behavior	Runny Nose
Vomiting**	Earache
Sore Throat	Nausea
Swelling in Neck	Sneezing
Dizziness	Skin Rash

PLEASE NOTE:

*HEADACHE/FEVER: Children with a fever of >100 degrees F are excluded from school until fever free without the use of fever reducing medication (Ibuprofen or Acetaminophen) for 24 hours should maintain a normal temperature for twenty-four hours before returning to school.

**VOMITING: Children are to be excluded from school for 24 hours after their last episode of vomiting.

COMMUNICABLE DISEASES AND COMMON ILLNESSES

CHICKEN POX	<u>Incubation:</u> 10—12 days <u>Exclusion:</u> Until all lesions are dry and crusted.
CONJUNCTIVITIS	<u>Incubation:</u> Bacterial: 12—72 hours/Viral: 24—72 hours <u>Exclusion:</u> Bacterial: Until 24 hours after initiation of therapy and symptom free. Viral: Until symptoms disappear. Must return with a doctor's excuse.
DIARRHEA	<u>Incubation:</u> Depends on causative agent <u>Exclusion:</u> Until fever-free for 24 hours. If diarrhea persists, student must have doctor's excuse stating that student is not contagious and condition is manageable by child.
FIFTH DISEASE	<u>Incubation:</u> 7—14 days <u>Exclusion:</u> Not necessary; once rash appears, student is no longer contagious.
HAND-FOOT- MOUTH DISEASE	<u>Incubation:</u> 4—6 days <u>Exclusion:</u> Until lesions are gone and student is fever- free for 24 hours.
HEAD LICE	<u>Exclusion:</u> Until treated with pediculicidal shampoo and all nits are removed.
HERPES SIMPLEX	<u>Incubation:</u> 3—5 days <u>Exclusion:</u> Until lesions are dry and crusted. Exclusion depends on child's age and ability to practice good hygiene.

IMPETIGO	<u>Incubation:</u> 1—10 days <u>Exclusion:</u> Until lesions are dry or 48 hours after effective antibiotic therapy with doctor excuse. Exclusion depends on child's age and ability to practice good hygiene.
INFECTIOUS MONONUCLEOSIS	<u>Incubation:</u> 5—7 weeks <u>Exclusion:</u> Until symptoms disappear and student is able to tolerate general activity.
INFLUENZA	<u>Incubation:</u> 1—3 days <u>Exclusion:</u> Until student tolerates general activity and is fever free for 24 hours.
MEASLES (RUBEOLA)	<u>Incubation:</u> 6—21 days <u>Exclusion:</u> Minimum of 5 days from onset of rash.
MUMPS	<u>Incubation:</u> 12—25 days <u>Exclusion:</u> 9 days or until all swelling disappears.
PINWORMS	<u>Incubation:</u> 2 months after ingestion of worms <u>Exclusion:</u> Until symptoms have disappeared or until treatment can be verified with a doctor's excuse.
RESPIRATORY INFECTION	<u>Incubation:</u> Usually 12—72 hours <u>Exclusion:</u> May return when fever-free for 24 hours, cough is at a minimum, and general activity is tolerated.
RINGWORM	<u>Incubation:</u> 4—10 days <u>Exclusion:</u> Until treatment has started and can be verified by a doctor's excuse. Area must be covered.
RUBELLA	<u>Incubation:</u> 14—21 days <u>Exclusion:</u> Minimum of 7 days after onset of rash and until all symptoms are gone.
SCABIES	<u>Incubation:</u> 2—6 weeks; 1—4 days after repeat exposure <u>Exclusion:</u> Until 24 hours after effective treatment. Treatment must be verified with a doctor's excuse.
SKIN RASHES	<u>Exclusion:</u> Child will be excluded from school until the cause of the rash is determined.
STREP THROAT/ SCARLET FEVER	<u>Incubation:</u> 1—3 days <u>Exclusion:</u> Until 24—48 hours of treatment with doctor's excuse if fever-free for 24 hours.
TONSILLITIS	<u>Exclusion:</u> 24 hours after effective antibiotic therapy. Must return with a doctor's excuse.

WHOOPING COUGH	<u>Incubation:</u>	7—21 days
	<u>Exclusion:</u>	Until 5—7 days after effective antibiotic with clinical improvement. Must have a doctor's excuse.

MEDICATION POLICY 210

The medication policy has been established to assure accuracy and safety when medication is being dispensed in school.

Any child who needs to take prescribed medication in school must have a note from his/her doctor stating child's name, name of drug, dosage, time drug is to be given, and the purpose of the medication. Parents must also send a note stating the above information. If medication is non-prescription or bought over the counter for the child's use, parents must send signed note stating the information listed above. **PARENTS MUST ASSUME RESPONSIBILITY FOR HAVING THE MEDICATION DELIVERED TO SCHOOL AND FOR GIVING IT TO THE SCHOOL NURSE OR OFFICE. ALL PRESCRIPTION MEDICATION MUST BE BROUGHT TO SCHOOL IN THE PHARMACY'S ORIGINAL CONTAINER.**

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication. For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines. **For more information, please see WASD School Board Policy 210.**

PRESCRIBED MEDICATION

It shall be the policy of the Board that the certified school nurse be responsible for the administering of first aid and medication to students. In the absence of the certified school nurse, a licensed medical assistant shall be responsible for these duties. When an emergency incident occurs, the nearest person available should carry out emergency care to the best of his/her ability until the nurse or designated person arrives with necessary follow-up care. The district will cooperate with parents/guardians and their medical practitioners in giving prescribed medications when these must be given during school hours.

Besides a request from a parent/guardian that such medication be given, there will be a physician's statement as to the particulars of the medication to be given to a student during school hours and signed by the physician and parent/guardian. **For more information, please see WASD School Board Policy 210.**

2014 Act 195: A recent Pennsylvania law allows for schools to house & administer emergency epinephrine if needed for a student who has a life-threatening allergic reaction (anaphylaxis). This law was passed in order to help improve access to this life-saving medication. This is not intended to replace epinephrine provided by a physician for students who have a known diagnosis of severe allergy to things such as bees, latex, peanuts, tree nuts, shellfish, and various other foods. The law provides that parents be permitted to “opt out” if they do not wish for their child to be given epinephrine in the event of a (previously unknown) life-threatening allergic reaction. Please contact your child’s school nurse if you wish to complete & sign the “2014 Act 195 Student Exemption Form” as soon as possible. For further information, please visit www.epipen4schools.com.

HEAD LICE

Having head lice doesn't mean your child isn't clean. Head lice are tiny, crawling insects that live on human hair and scalp, including the base of the neck and behind the ears. Many adults have the mistaken idea that head lice jump, fly, or live only in unclean environments. The truth is that head lice crawl onto any item that comes into contact with heads in any surroundings, whether dirty or clean.

WHAT TO LOOK FOR:

The major sign of head lice is irritation and intense itching, especially in the hair over the ears and on the back of the neck. There may be red marks on the skin, which are the result of irritation by louse bites. Look closely for whitish eggs, called "nits." These tiny eggs are glued to individual hairs, usually close to the scalp and, unlike dandruff, are very difficult to remove. The eggs hatch in about ten days, with the new lice reaching maturity in about two weeks. The female louse can live for 20 to 30 days and can lay as many as 6 eggs per day. Since lice multiply quickly, children should be treated promptly with a lice shampoo.

TREATMENT AND CONTROL OF HEAD LICE

When a child is discovered to have head lice, the school nurse/nurse's aide will proceed as follows:

1. The child will be excluded from school. Parents will be contacted, and children must be picked up at school.
2. Parents will be informed that treatment of the child should take a minimum of one day and a maximum of three days and that the child may return to school in less than three days if the hair is free of all nits.
3. The parent will be required to treat the child for head lice by applying a pediculocide to the hair and by removal of all nits (eggs).
4. Before the child is readmitted to school, parents must transport the child to school where the school nurse/nurse's aide will inspect the child's hair to be sure that proper treatment has been carried out. The child is not permitted to ride the school bus until after the nurse/aide has checked the child's hair.
5. The school nurse/nurse's aide will notify the principal if the condition is not taken care of after three days.
6. The principal may consider enforcing school district truancy regulations.
7. The nurse will refer cases of repeated infestation to the Erie County Health Department.

At home, parents must take these steps to adequately treat head lice:

1. Inspect all members of the household, looking for adult lice and nits (eggs). Especially check behind the ears and along the nape of the neck. Again, lice are grayish-brown insects that are only one-eighth an inch long; nits are small, silver-white eggs, which are firmly attached to hair shafts.
2. Wash hair with a special lice shampoo obtained at a drug store. This shampoo is available over-the-counter and by a physician's prescription.
3. Remove the nits after shampooing.
 - Loosen nits by using solutions of half vinegar and half alcohol.
 - Back-comb with fine-tooth comb.
 - Remember that all nits must be removed before readmission to school.
4. Treat personal items and the home environment.
 - Wash all personal items in hot, soapy water and dry. Make sure that water temperatures are 130 degrees or hotter. Include clothing, coats, hats, scarves, towels, bed linens, combs, brushes, toys, and stuffed animals.
 - Remove bed pillows and wash in hot water. Dry in dryer on high heat for 30 minutes, or place in closed plastic bag for 30 days.
 - Check common closets, and wash or dry clean any articles which may have had contact with contaminated items.
 - Vacuum or spray upholstered furniture, rugs, and mattresses with R & C Spray.
 - Wash any other items with a 2% Lysol solution.

RULES FOR AVOIDING HEAD LICE

1. Do not use another person's comb or brush.
2. Do not touch your head to another person's head.
3. Do not hang your hat or scarf on a public hat rack. Put hats in coat sleeves.
4. Do not put your head on another person's pillow.
5. Do not put your clothes in another person's locker.
6. Do not wear another person's hat or scarf.
7. Wear only your own coat.
8. Wear only your own hair ribbons.

HEALTH SCREENINGS

The Wattsburg Area School District conducts several health screenings for elementary students. Some of these screenings are repeated in the middle and high schools.

- Every child in grades K through 4 receives an annual vision screening.
- Every child in grades K through 4 has height and weight recorded and BMI calculated.
- Every child in grades K through 3 receives a hearing screening using an audiometer. In addition, new students and students in fourth grade with a previous or suspected difficulty are screened.

SCHOOL VACCINATION REQUIREMENTS FOR ATTENDANCE IN PENNSYLVANIA SCHOOLS

FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:



- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, DT or Td

** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

***Usually given as MMR



ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

• If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

• If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

• The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he/she may be excluded from school during an outbreak of vaccine preventable disease.

Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.



pennsy Van1a
DEPARTMENT OF HEALTH

SCHOOL RULES AND EXPECTATIONS

It is the responsibility of the school community to create and maintain an atmosphere that is conducive to teaching, learning, and living. Everyone involved in the educational process has the right to expect that the environment shall be safe, pleasant and well-organized. The climate should provide security and consistency through the establishment of reasonable rules and guidelines that require interaction based upon mutual respect and cooperation. When children make poor choices, principals, teachers, and staff follow the Wattsburg Area School District Discipline Code and emphasize logical consequences related to the misbehaviors. The principle of corporal punishment is not compatible with this philosophy. Thus, its use is not authorized as a form of discipline in the Wattsburg Area School District.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Above all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend others.

More specifically, the students' responsibilities are as follows:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with those rules and regulations.
2. Be willing to privately volunteer information in disciplinary cases and cooperate with school staff should students have important knowledge in relation to cases.
3. Dress and groom themselves to meet good standards of safety, health, and common standards of decency.
4. Assume that until a rule is waived, altered or repealed, the rule is in full effect.
5. Be aware of and comply with state and local laws.
6. Protect and take care of the school's property.
7. Attend school daily, except when excused, and be on time at all classes and other school functions.
8. Refrain from using disrespectful, indecent, obscene or threatening gestures or language.

SCHOOL RULES

At the Elementary Center, students follow three simple, all-encompassing rules. They include:

- ❖ Take care of yourself.
- ❖ Take care of others.
- ❖ Take care of the school environment.

Teachers and other staff members teach children to follow these rules through explicit modeling and provide students with many role-playing opportunities to practice these rules. In the halls, in the cafeteria, on the playground, on the bus, and in classrooms, teachers and other staff members help students apply these three rules in various situations.

AFTER SCHOOL DETENTION

Third and fourth graders may be assigned detention for misbehavior that is categorized as Level I, II, III, or IV behavior. Typically, kindergarteners, first, and second graders do not have the discipline option of after school detention unless deemed necessary by the principal or assistant principal. After school detentions are scheduled from 4:00 p.m. to 5:00 p.m., and parents must pick up their children after the children have served the detention. If children are assigned the consequence of after school detention, the principal or assistant principal will contact parents in writing or by phone to inform parents of the assigned detention. Please see pages 34 through 37 for the full Wattsburg Area School District Discipline Code which defines all levels of misbehavior and outlines discipline procedures that school personnel follow and options for discipline consequences at each level.

SUSPENSION AND EXPULSION

Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended. No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten school day period. When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. Informal hearings under this provision shall be conducted by the building principal. When the student returns to the school environment, the parent or guardian must transport the student to school and have a meeting with the principal or assistant principal in order to re-establish the rules and expectations.

Expulsion

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

SEARCH AND SEIZURE

In accordance with PA Code 12.14, students may be subject to personal property searches by an administrator when there is reasonable suspicion to do so.

SURVEILLANCE CAMERAS

Video surveillance cameras are used as a security measure at the Wattsburg Area School District. Cameras are used to ensure that student behavior in school buildings, on school property and on school buses and vans is consistent with school district policies. Video monitoring is used to assist in the enforcement of discipline policies, particularly in areas which are difficult to monitor or have high numbers of students congregated in one area.

Wattsburg Area School District
Discipline Code
(See Policy No.)

LEVEL I

Level I Behavior is defined as minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. (These behaviors will usually be handled by the individual teacher.)

EXAMPLES

- School disturbances (i.e. loitering, gum chewing, pushing, littering, running, spitting)
- Classroom tardiness
- Cheating and lying
- Abusive/inappropriate language
- Non-defiant failure to carry out directions or assignments
- Cruelty to others
- Minor defacing of school property

PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the behavior.

DISCIPLINARY OPTIONS

- Individual verbal reprimand
- Parent notification by staff member
- Student apology
- Loss of privileges
- Loss of special assembly programs and other special events
- Values clarification assignment (relevant to the misbehavior)
- Time-out within the classroom
- Notation on report card
- Detention
- Others at the discretion of the teacher/principal

LEVEL II

Level II Behavior is defined as misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of the building principal because the execution of Level I disciplinary options has failed to correct the problem.

EXAMPLES

- Continuation of unmodified Level I misbehaviors
- Leaving school grounds without permission
- Disruptive clothing
- Willful disobedience
- Defiant failure to carry out directions or assignments

PROCEDURES

1. The student is referred to the principal for appropriate disciplinary action.
2. Parents will be informed in writing and/or by phone by the teacher and/or principal (ASAP).
3. A proper and accurate record of the offense and disciplinary action is maintained by the teacher and/or principal.

DISCIPLINARY OPTIONS

- Counseling
- Any Level 1 option
- Notation on report card
- Referral to law enforcement agencies
- Suspension

LEVEL III

Level Three Behavior is defined as acts directed against persons or property whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary procedures in the school.

EXAMPLES

- Fighting
- Vandalism
- Stealing
- Threats to others
- Minor forms of extortion

PROCEDURES

1. The principal initiates action by investigating the infraction and conferring with staff on the extent of the consequences.
2. The principal meets with the student and confers with the parent about the student's misconduct and the resulting action.
3. A proper and accurate record of the offense and disciplinary action is maintained by the teacher and/or principal.

DISCIPLINARY OPTIONS

- Any Level II options
- Temporary removal from class
- Referral for evaluation
- Temporary suspension of at least one day
- Repair, clean or restitution of property and damages

- Community service
- Expulsion

LEVEL IV

Level IV Behavior is defined as acts which result in violence to another's person or property or which pose a threat to the safety of others in the building.

EXAMPLES

- Malicious mischief
- Assault/battery
- Possession or use of dangerous weapon
- Bomb threat
- False alarm
- Furnishing/selling unauthorized substances
- Arson
- Possession or use of unauthorized substances (see Policy 227)

PROCEDURES

1. The principal verifies the offense, confers with the staff, and meets with the student.
2. Student is immediately removed from the classroom and parents are notified.
3. A proper and accurate record of the offense and disciplinary action is maintained by the teacher and/or principal.

DISCIPLINARY OPTIONS

- Contact law enforcement agencies
- Suspension of up to 10 days
- Assignment of Alternative Education Program
- Expulsion
- Options from other levels

Wattsburg Area School District Discipline Code

LEVELS	EXAMPLES	PROCEDURES	DISCIPLINARY OPTIONS
<p>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors will usually be handled by the individual teacher.</p>	<p>School Disturbances</p> <ul style="list-style-type: none"> a. Loitering b. Gum chewing c. Pushing d. Littering e. Running f. Spitting <p>Classroom tardiness Cheating and lying Abusive/inappropriate language Non-defiant – failure to carry out directions or assignments. Cruelty to others Minor defacing of school property</p>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the behavior.</p>	<p>Individual verbal reprimand Parent notification by staff member Student apology Loss of privileges Loss of special assembly programs and other special events. Values clarification assignment (relevant to the misbehavior) Time-out within the classroom Notation on report card Detention Others at the discretion of the teacher/principal</p>
<p>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of the building principal because the execution of Level I disciplinary options has failed to correct the problem.</p>	<p>Continuation of unmodified Level I misbehaviors Leaving school grounds without permission Disruptive clothing Willful disobedience Defiant – failure to carry out directions or assignments.</p>	<ol style="list-style-type: none"> 1. The student is referred to the principal for appropriate disciplinary action. 2. Parent will be informed in writing and/or by phone by teacher and/or principal (ASAP). 3. A proper and accurate record of the offense and disciplinary action is maintained by teacher and/or principal. 	<p>Counseling Any Level I option Notation on report card Referral to law enforcement agencies Suspension</p>
<p>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary procedures in the school.</p>	<p>Fighting Vandalism Stealing Threats to others Minor forms of extortion</p>	<ol style="list-style-type: none"> 1. The principal initiates action by investigating the infraction and conferring with staff on the extent of the consequences. 2. The principal meets with the student and confers with the parent about the student's misconduct and the resulting action. 3. Same as #3 above. 	<p>Any Level II options Temporary removal from class Referral for evaluation Temporary suspension of at least one day Repair, clean or restitution of property and damages. Community Expulsion</p>
<p>IV. Acts which result in violence to another's person or property or which pose a threat to the safety of others in the building.</p>	<p>Malicious mischief Assault/battery Possession or use of dangerous weapon Bomb threat False alarm Furnishing/selling unauthorized substances Arson Possession or use of unauthorized substances (See Policy 227)</p>	<ol style="list-style-type: none"> 1. The principal verifies the offense, confers with the staff and meets with the student. 2. Student is immediately removed from the classroom and parents are notified. 3. Same as #3 above. 	<p>Contact law enforcement agencies Suspension of up to 10 days Assignment of Alternative Education Program Expulsion Options from other levels</p>

SCHOOL BOARD POLICIES

The full text of any policy is available from the school office upon your request. Policies not listed in this handbook or to see policies in their entirety visit www.wattsburg.org. Click on Board of Education ---Board-Policies

POLICY 221.1 - WATTSBURG AREA SCHOOL DISTRICT DRESS, GROOMING SUPPLEMENT

COVID-19 Pandemic Mask Policy

Definitions

Mask means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A mask can be made of a variety of natural or synthetic fabrics, including cotton, silk or linen. For purposes of this policy, a mask can include a face shield that covers the nose and mouth. A mask may be factory - made, sewn by hand, or improvised from household items, including but not limited to scarves, bandanas, t-shirts, sweatshirts or towels. No mask shall include an exhaust valve.

The Board may require students to wear a mask in accordance with Policy 221.1 and the Wattsburg Area School District Health and Safety Plan as it is amended from time to time. When required, every student will be given a school issued mask that needs one. Students are permitted to bring their own mask from home.

Masking will be enforced by the building level administrators. When a violation of this policy is identified, the student will be warned, and a mask will be provided. Subsequent violations will result in progressive disciplinary measures such as written notification to the parent/guardian, parent/guardian conference or other appropriate disciplinary consequences. Repeat violations may result in a transition to the Wattsburg Area School District cyber program. The Pennsylvania Secretary of Health allows individuals to request an exemption from the mask wearing rule for the following reasons:

1. Students who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition or disability;
2. Students who would be unable to remove a mask without assistance;
3. Students who are communicating or seeking to communicate with someone who is hearing impaired or has another disability, where the ability to see the mouth is essential for communication.

Exemptions

If a student wishes to request an exemption to the mask-wearing rule, the student and his/her parent must submit a written "Mask/Face Covering Exemption Request" to the Building Administrator.

POLICY 218.1 - WATTSBURG AREA SCHOOL DISTRICT WEAPONS

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

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

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

STUDENT SPEECH AND OFF CAMPUS CONDUCT

In accordance with School Board Policy 218, The Code of Student Conduct applies to student behavior that occurs at other times and places ("off-campus") when:

1. The conduct involves, threatens, or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions;
3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;
4. The conduct involves the theft or vandalism of school property; or
5. The proximity, timing, or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

POLICY 222 - ELEMENTARY AND SECONDARY TOBACCO

Purpose

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

Definition

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

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

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[\[1\]\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. *NOTE: This exception shall be governed by Board policy relating to Medications.*[\[3\]](#)
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *NOTE: Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*[\[4\]](#)

Authority

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

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

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

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

Delegation of Responsibility

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

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

Reporting

Parental Report –

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, **purchase** or sale of **a tobacco or vaping product, including a Juul or other e-cigarette**, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[6\]](#)[\[7\]](#)[\[8\]](#)

Office for Safe Schools Report -

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

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use or sale of tobacco **and vaping products, including Juuls or other e-cigarettes**, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[1\]](#)[\[2\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Guidelines

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

POLICY 103 - NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is

prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained consistent with the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

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

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant to the Superintendent as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review current and proposed curriculum guides, textbooks and supplemental materials to detect any discriminatory bias.
2. Training - Develop an ongoing program of training for school personnel and students to identify and solve problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review current and proposed programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and access to such facilities and equipment and related matters.
6. Student Evaluation - Ensure that tests, procedures or guidance and counseling materials which are designed to evaluate student progress or rate aptitudes or analyze personality or in any manner establish or tend to establish a category by which a student may be judged are not stereotyped or discriminatory.
7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant of the right to file a complaint and the complaint procedure.
3. Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. 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.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

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

The complainant or reporting employee may be encouraged to use the district's report form (103-Attach), available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting

the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

Upon receiving a complaint, 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 in which case the Compliance Officer will conduct the investigation.

All building principals must have received basic training on the applicable law, this policy, and how to conduct a proper investigation.

There shall be an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigation may also involve the review of any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

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, will not recur, and that no retaliation occurs. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws and may include educational activities and/or counseling services.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

POLICY 904 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

Purpose

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at school and school-sponsored activities.

Definition

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

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

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the district to maintain a drug-free environment, at which marijuana of any kind is prohibited.*[\[3\]](#)[\[4\]](#)

Authority

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons on school premises.[\[5\]](#)[\[6\]](#)

Tobacco and Vaping Products

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by any persons at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; or on property owned, leased or controlled by the school district.[\[2\]](#)[\[7\]](#)

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at school or school-sponsored activities.

The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.[\[1\]](#)

Delegation of Responsibility

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

The Superintendent or designee shall ensure that this policy is posted on the district's publicly accessible website.[\[8\]](#)

Guidelines

Office for Safe Schools Report –

The Superintendent or designee shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, by any person on school property to the Office for Safe Schools on the required form.[\[9\]](#)[\[10\]](#)

Law Enforcement Incident Report –

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies, the Superintendent or designee may report to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the school district; or on any property owned leased or controlled by the school district.[\[1\]](#)[\[2\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.[\[14\]](#)[\[15\]](#)[\[16\]](#)

POLICY 227 - CONTROLLED SUBSTANCES/PARAPHERNALIA

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

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

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

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

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

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

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

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

POLICY 249 - BULLYING

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.

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes 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.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to any staff member.

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 to maintain an educational environment free of bullying.

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

The administration shall develop a form to be used for the documentation of bullying incidents.

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site.

Complaint Procedure

A student shall report a complaint of bullying or cyberbullying, orally or in writing, to a staff member. If a parent/guardian initiates the complaint, the appropriate staff member will follow-up with the student.

The building principal or his/her designee shall inform the parents/guardians of the victim and also the parents/guardians of the accused.

The staff member shall gather the information or seek administrative assistance to determine if the alleged bullying or cyberbullying conduct occurred.

After the information has been gathered, the building principal shall be notified of the complaint. The building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying, the building principal must complete the appropriate written form.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

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. 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.

Policy 916 - VOLUNTEERS

The Board encourages the use of volunteers to perform appropriate tasks within district schools. The purpose of volunteers in the school is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The Board recognizes that community volunteers can make valuable contributions to the educational and extra-curricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and the federal criminal history background check, required by the Child Protective Services Law.

Direct Volunteer Contact - The care, supervision, guidance or control of children and routine interaction with children through any program, activity or service sponsored by the district.

Person Responsible for the Child's Welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.

Mandated Reporter - Volunteers who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity, or service, accept responsibility for a child are considered Mandated Reporters as per the Child Protective Services Law and any other applicable laws or regulations.

Visitor - A parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.

Visitors include, but are not limited to:

1. A parent, grandparent, guardian or other family member who visits the district to participate in a celebration or district sponsored family time;
2. Adults who attend district sponsored community events, athletic events or extracurricular events; or
3. Vendors, guest speakers, guest readers or other adults invited to the district on an occasional basis.

Visitors are governed by Policy 907.

Volunteer - is an adult, whose role is more than that of a visitor, who voluntarily offers service to the district in an unpaid position in which they are responsible for the welfare of a child or have direct volunteer contact with children. A volunteer is not a school employee.

Authority

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.

Policy 247 - Anti-Hazing

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

Definitions

For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance.
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Any student who knowingly witnesses and fails to report knowledge of information of any incidents of hazing may be considered to be a participant in the hazing.

Delegation of Responsibility

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

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

In addition to posting this policy on the district's website, the district shall annually inform students, parents/guardians, sponsors, volunteers and district employees that hazing is prohibited, by means of

1. publication in handbooks
2. verbal instructions by the coach or sponsor at the start of the season or program

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.

Complaint Procedure

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

The district shall document the corrective action taken.

Policy 810 - Transportation - Video/Audio Recording

Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording
2. This policy is posted on the district's publicly accessible website.

3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth comprehensive rules, procedures and standards of conduct.

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.

Policy 237 – Electronic Device

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

Definition

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, Blackberries, and laptop computers, as well as any new technology developed with similar capabilities.

Authority

The Board limits or prohibits the **use of** electronic devices by students to specific areas of district property; at specific times of the day; during the time students are under the supervision of the district.

The district shall not be liable for the loss, damage, or misuse of any electronic device.

Network

Students are to sign into the District network using their issued credentials when using network capable electronic devices.

Prohibited Electronic Device Use

1. Elementary School students (grades k-4) are prohibited from using non-district electronic devices.
2. Middle-High School students (grades 5-12)
 - a. Use of electronic devices is prohibited during class time unless otherwise authorized by an administrator or teacher.
 - b. Use of electronic devices is prohibited in locker rooms, bathrooms, health suites and other changing areas.
 - c. Students are prohibited from calling a parent/guardian to bring them home due to illness.
 - d. The 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.
 - e. Recording classes either by video or sound is prohibited.
3. Use of any electronic device in a manner that violates Board Policy or the Code of Student Conduct.

School Bus

Students may use electronic devices on the school bus unless such use is inappropriate as per Board Policy, the Code of Student Conduct, or constitutes a safety hazard.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Recordings

The Board prohibits using electronic devices to intentionally intercept, attempt to intercept, or procure any other person to intercept or endeavor to intercept any wire, electronic or oral communication that is intended to be private. Use or distribution of such recordings is prohibited.

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

Off-Campus Activities

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

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

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

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

Guidelines

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.

Disruptive or inappropriate electronic device use by a student shall result in disciplinary action and shall result in confiscation of the electronic device.

The confiscated item shall not be returned until communications has been made with a parent/guardian.

Exceptions

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

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

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

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

904. Attachment
PUBLIC BEHAVIOR AT SCHOOL EVENTS

The district expects mutual respect, civility, and orderly conduct by all individuals attending school events on district property.

Expected Behavior

Individuals attending school events on district property will not:

1. Injure, threaten, harass or intimidate a district employee, sports official or coach or any other person.
2. Act in an unsafe manner that could threaten the health or safety of others.
3. Use vulgar or obscene language or gestures.
4. Fight, strike or injure another person.
5. Damage, deface or threaten to damage district property.
6. Damage, deface or threaten to damage another individual's property.
7. Engage in any activity that violates any federal or state law or regulation or any local policy, regulation or ordinance.
8. Violate any Board policy, district administrative regulation or health and safety rules.
9. Use any tobacco product or vaping product, including Juuls or other electronic cigarettes, as defined in Board policy, except in an area designated and posted by the district.
10. Consume, possess, distribute or be under the influence of alcoholic beverages or controlled substances prohibited by state or federal law.
11. Possess or use weapons or dangerous devices prohibited by the district.
12. Impede, delay, disrupt or interfere with any school activity or event, including using cellular telephones in a disruptive manner.
13. Enter upon any portion of district or school premises at any time for purposes other than those that are lawful and authorized by the Board.
14. Operate a motor vehicle in a risky manner, in excess of posted traffic signage, or in violation of an authorized district employee's directive.
15. Engage in any risky behavior, such as roller skating, roller blading or skateboarding.
16. Fail to obey the directive of an authorized district employee, security officer, school police officer, School Resource Officer (SRO) or local law enforcement official.

As circumstances warrant, the administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave district property, contacting law enforcement officials, and seeking to deny future admission to school events.

Refusal to leave school grounds when requested to do so by district employees or event officials constitutes the criminal offense of defiant trespass and may result in arrest and prosecution.

Continuation or escalation of prohibited behavior after a warning will result in ejection from the event premises.

Behavior that is unlawful or in violation of Board policy or administrative regulations may result in immediate ejection of the person in violation from the event premises.

Disruptive behavior by a group when individual persons cannot be identified may result in the ejection of offending areas of spectator seating.

A district employee may request identification from any individual on district grounds and in district buildings. Refusal to provide such information may result in a request to leave district property.

An employee involved in an incident with an attendee at a school event will complete an incident report and submit it to the building principal or immediate supervisor, who will report the incident to the Superintendent.

Crowd Control

A designated administrator will be assigned responsibility for monitoring and supervising the orderly conduct of students and spectators attending school events on district property. Crowd control procedures may include the following:

1. The administrator will ensure that enough authorized district personnel are assigned to provide adequate supervision.
2. The administrator may request law enforcement officials to be present if the administrator anticipates the crowd may pose a behavior or safety problem, and may direct the placement of the officers.
3. The admissions gate and/or entrances will be regulated, and admission will be limited to eligible students, spectators and other authorized attendees. No one under the influence of alcohol or controlled substances prohibited by state or federal law will be admitted.
4. If a disturbance occurs, the administrator will determine if the event needs to be concluded, and **the administrator** may close the event and direct those in attendance to immediately leave school grounds.

COMPLAINT and GRIEVANCE PROCEDURE

Prohibition against Discrimination and Harassment/Title IX Sex Discrimination (including Sex-Based Harassment)

It is the policy of the Wattsburg Area School District to maintain an environment for learning and working that is free from discrimination and harassment as defined herein and as defined with more specificity in Board Policy 103 and Board Policy 104, and associated Attachments (including Grievance Procedures) to those Policies.

Students are specifically notified that the 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, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator is:

Mrs. Rebecca Kelley, Assistant to the Superintendent
Wattsburg Area School District
10782 Wattsburg Rd.
Erie, Pa 16509
Email: Becca.Kelley@Wattsburg.org
Telephone Number: 814-824-3400 x 4532

The U.S. Department of Education's Office for Civil Rights may be contacted at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

<https://ocrcas.ed.gov/contact-ocr>

To report information about conduct that may constitute Title IX sex discrimination, including sex-based harassment, or make a complaint of Title IX sex discrimination, please refer to the District's Nondiscrimination Policies and Grievance Procedures, which can be located on

the District's website under Board Policies, Policy 103 (Students) and Policy 104 (Employees): www.wattsburg.org or contact the District's Title IX Coordinator.

In the event of a conflict between this section and Board Policies 103 and 104, and associated Attachments, the language of Board Policies 103 and 104 and associated Attachments shall prevail.

Definitions

"Discrimination" shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy and/or handicap/disability.

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

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

It shall be a violation of this policy to harass a student or District employee. Bullying can be a form of harassment. A student's sending, sharing, viewing, selling, purchasing or otherwise disseminating of obscene, pornographic, lewd, sexually explicit or nude images, photographs or video content of another student may be considered harassment.

"Title IX Sex Discrimination" – includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity.

"Title IX Sex-Based Harassment" - Title IX sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including:

1. *Quid pro quo harassment* - a district employee or other person authorized to provide a district aid, benefit or service explicitly or impliedly conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
2. *Hostile environment harassment* - unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sex-based discrimination or harassment under Title IX. This includes conduct that is subject to the District's disciplinary authority. An education program or activity includes, but is not limited to, academic, extracurricular, research, occupational training

and other education programs and activities of the district. The District is obligated to address a sex-based hostile environment in a district education program or activity, even when some conduct is outside the district's program or activity, or outside of the United States

Violations of this Discrimination/Harassment Policy, as set forth more fully in Board Policy 103 and associated Attachments, including acts of retaliation as described in the Policy, may result in disciplinary consequences under applicable Board policy and procedures up to and including referral for expulsion from the District.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation and Grievance Procedure:

The Board encourages students and third parties who believe they or others have been subject to Title IX sex discrimination, including sex-based sex harassment, and any other discrimination or harassment as defined in this Policy and Board Policies 103 and 104, to promptly report such incidents to any District employee (but preferably the building principal) or the Title IX Coordinator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this Policy is encouraged to immediately report the matter to any District employee (but preferably the building principal) or the Title IX Coordinator.

The complainant (the alleged victim) or the individual making the report may use the Discrimination/Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form (an Attachment to Policies 103/104) which has been developed for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this Policy and the relevant attachments followed. A copy of this Report Form can be accessed on the District's website at www.wattsburg.org and through the building principal or the Title IX Coordinator. The rights of complainants and respondents (the accused) are outlined in detail in Policies 103/104 and associated Attachments, which outline the District's applicable Grievance Procedures.

WASD ANNUAL CHILD FIND NOTICE

The Wattsburg Area School District hereby notifies parents and guardians of children with disabilities age 3-21 of the availability of Special Education Services, under the requirements of Chapter 14 of the School Code, to meet these children's unique educational needs.

Every school has a screening and evaluation process to identify students who may require Special Education Services. If parents or guardians think their child might need Special Education Services or that the child may have a developmental delay, they can refer their child by contacting the principal of the school which the child attends, the District Administration Office. Screenings and evaluations occur throughout the year and also during registration for Kindergarten.

Available programs and services, at no costs to parents, include:

Early Intervention -	For children ages 3-5 with **developmental delays and disabilities.
Learning Support -	For students with Learning Disabilities or mild Mental Retardation.
Emotional Support -	For students with emotional problems and/or mental health disorders.
Sensory Support -	For students who are Deaf, Hard of Hearing, Blind, or Visually Impaired.
Physical Support -	For students with Cerebral Palsy, Muscular Dystrophy and other physical disabilities.
Autistic Support -	For students with Autism or Pervasive Developmental Disorder.
Multiple Disabilities Support -	For students with two or more disabilities, one of which is Mental Retardation.
Life Skills Support -	For students with moderate Mental Retardation who require instruction in daily living skills.
Speech and Language Support -	For students with speech or language disorders.

** IDEA 2004 states that early intervention services must be provided to infants and toddlers with developmental delays or established risk conditions the following is information related to Developmental Delay and potential risk areas:

- Developmental delays are significant delays or atypical patterns of development that make children eligible for early intervention services. The following are potential risk areas:
 - Established risk conditions include a diagnosed physical or medical condition that almost always result in developmental delay or disability. Examples of this category are, Down syndrome, Fragile-X syndrome, fetal alcohol syndrome, other conditions associated with mental retardation, brain or spinal cord damage, and sensory impairments.
 - Biological risk conditions include pediatric histories or current biological conditions that result in a greater-than usual probability of developmental delay or disability. Examples of this category are: low birth weight and significant premature birth.
 - Environmental risk conditions include factors such as extreme poverty, parental substance abuse, homeless, abuse or neglect, and parental intellectual impairment which are associated with higher-than-normal probability with of developmental delay. (Heward, 2006, pgs.563-564)

Parents are also advised that in Pennsylvania, children with disabilities, who do not require special education, are protected by the regulations of Chapter 15 of the School Code. Parents who feel their child may be a child with a "protected handicapped" should contact the principal of the school their child attends for more information.

Parents are further advised that in Pennsylvania, children who are mentally gifted are protected by the regulations of Chapter 16 of the School Code. Parents who feel their child may be gifted should contact the principal of the school their child attends for more information.

If you have any questions or for learning more about your child's rights for a Free Appropriate Public Education (FAPE) call or write:

Special Education Supervisor
Wattsburg Area School District
10770 Wattsburg Road
Erie, PA 16509-6499

Phone: (814) 824-4126

Parents may also contact:

Special Education Department
Northwest Tri-County Intermediate Unit
252 Waterford Street
Edinboro, PA 16412

Phone: (814)-734-5610
Toll Free: 1-800-677-5610

Notice is also given regarding the Confidentiality requirements school districts and Intermediate Units must follow in the evaluation, identification, and programming of children who may require Chapter 14, Chapter 15, or Chapter 16 services. Records generated by this process, as well as records sought from non-school agencies, are confidential and protected by both Federal and State Legislation. Information to and from outside sources cannot be requested or released without the parent's written consent. All records are kept under lock and are mechanically destroyed when they no longer have educational relevance. WASD does not disclose personally identifiable information.

Information about confidentiality will be provided to parents or guardians at the time of the evaluation referral.

WASD ANNUAL GIFTED NOTICE

The Wattsburg Area School District has established these procedures regarding identification of gifted children. The focus of the law, called Chapter 16, is to ensure that students are not identified as mentally gifted based on a single test score.

The district conducts ongoing screening activities to nominate potential candidates. Children may be referred by parents or teachers. Parents who feel strongly that their child may be gifted should contact the school guidance counselor to initiate gifted screening on behalf of their son or daughter. The gifted screening process will include a review of the student's record, past test scores, report card grades, and input from those familiar with the student's learning strengths and needs.

Identification of a student eligible for gifted services is based on:

1. Full scale or composite IQ score of 130 or higher on an individually administered IQ test.
or any combination of the following criteria:
2. A year or more above grade achievement level for the normal age group in one or more subjects as measured by nationally normed and validated achievement tests able to accurately reflect gifted performance. Subject results shall yield academic instruction levels in all academic subject areas.
3. As observed or measured rate of acquisition/retention of new academic content or skills that reflect gifted ability.
4. Demonstrated achievement, performance or expertise in one or more academic areas as evidenced by excellence of products, portfolio or research, as well as criterion-referenced team judgment.
5. Early and measured use of high-level thinking skills, academic creativity, leadership skills, intense academic interest areas, communication skills, foreign language aptitude or technology expertise.
6. Documented, observed, validated or assessed evidence that intervening factors such as English as a Second Language, disabilities defined in 34 CFR 300.8 (relating to child with a disability), gender or race bias, or socio/cultural deprivation are masking gifted abilities.

Wattsburg Area School District offers a variety of programs to meet the needs of students who are identified as gifted. Gifted programming at Wattsburg Area Elementary Center and Middle School includes enrichment activities within and outside of the regular education classroom and a Discovery program coordinated by the gifted teacher. Gifted programming at Seneca High School includes the opportunity for students to enroll in advanced placement courses, cyber courses, and to earn college credits through participation in the Regional Choice Initiative (dual enrollment).

Wattsburg Area School District will provide PDE with all required gifted information and/or reports related to students, personnel, and program elements.

Wattsburg Area School District Policies

It should be noted that all Wattsburg Area School District policies are not noted in this handbook. To view all policies please visit: <http://www.wattsburg.org/BoardPolicies.aspx> or go to the Wattsburg Area School District website, click on Board of Education and click on Board Policies.

Complete copies of Wattsburg Area School District Policies can also be attained by the contacting the middle school office at 824-3400 extension 4560.