

CONRAD WEISER DECISIONS

44 Big Spring Road
Robesonia, PA 19551
(610) 693-8542
www.conradweiser.org

2025 - 2026

Student Handbook



The Best Educational Experience
in the Safest Environment

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DISTRICT MISSION STATEMENT

The mission of the Conrad Weiser Area School District is to provide an educational environment which enables ALL students to acquire the abilities to profit from the past, to contribute to the present, and to succeed in the future.

The Conrad Weiser Area School District is an equal opportunity educational institution and will not discriminate based on race, color, national origin, sex, and handicap in its activities, programs, or employment practices, as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact:

- Mrs. Amy Light Compliance Officer for Title IX
- Dr. Alissa Sweigart, Federal Program Coordinator
- Robin Romero Special Education Services

WEISER DECISIONS CONTACT INFORMATION

TELEPHONE NUMBERS

Office	(610) 698-8542, ext.1006
Attendance Office	(610) 698-8542, ext. 1006
Social Work Office	(610) 698-8542, ext. 1009
Nurse's Office	(610) 698-8542, ext. 1005
Website.....	www.conradweiser.org

TEACHER CONTACT

Students and parents may contact teachers by the following methods:

- *Schoology*
- *Email* – a staff email directory with all email addresses is located on the website
- *Voice Mail* - Parents leave a voice mail for a teacher by calling the main line at 610-693-8542 and the teacher's extension. (Teacher extensions are listed on the school website). This will not ring into the classroom but will go directly to the teacher's voice mail. There is a dial by directory option to obtain a teacher's extension or teacher extensions are listed on the school website.

STUDENT MESSAGE

If a parent needs to get a message to a student during the day, please contact the office. We will get the message to the student.

SKYWARD - PARENT ACCESS

Conrad Weiser has an online grading system called *Skyward*. Parents and students have an individual log-in and are able to see student grades, attendance and assignments. Parents or students who need the log-in information can contact the counseling office.

Parents are also able to submit absence requests or early dismissal requests via Skyward. Directions for

this procedure can be found on the website.

All local libraries have free internet service and parents or students can use the libraries in Wernersville, Womelsdorf, Robesonia or Sinking Spring to check the Skyward information.

APTEGY

Conrad Weiser School District uses the Apptegy system via email, text, or phone message to notify families about school closings or other important events or information.

Parents can update the contact information in Skyward to determine what phone or e-mail will be used by Apptegy.

CWASD APP

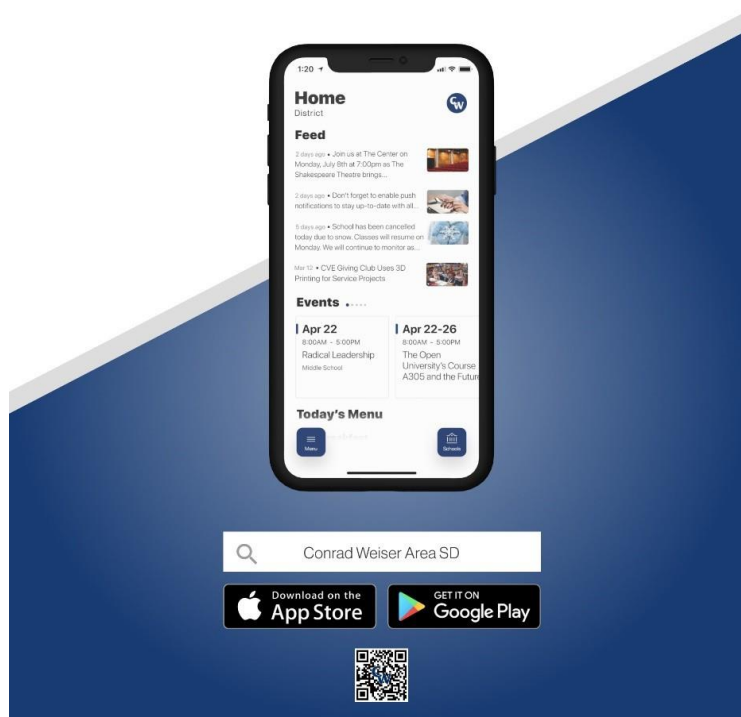
The Conrad Weiser Area School District App offers a variety of information for students and parents. The following information can be accessed via the CWASD App:

- School Calendar (Events)
- Staff Directory
- Lunch Menu
- Forms and Documents
- Skyward and Schoology Access
- Athletic Schedules



It's everything CWASD,
in your pocket.

Documents · Events · Staff Directory · Alerts · News



GENERAL INFORMATION

BUILDING SECURITY

Students should normally arrive at school at 8:00 a.m. Dismissal is at 2:00 p.m.

All students are scanned with a hand-held metal detector upon arrival, and all bags are subject to search.

There are multiple cameras in the building which record video for security purposes. The video may only be viewed by administration, the School Resource Officer, or staff members in the presence of administration.

BUS REGULATIONS

The rules concerning pupil behavior while being transported by bus/van are to be followed. Students are asked to display self-discipline for the safety of all. According to the PA Public School Code 23.4ii, riding the school bus is a **privilege** and can be revoked due to misconduct. The following rules are designed to achieve the above objective:

- It is important to remember the bus/van driver is in complete charge of the pupils. His/her instructions are to be followed at all times.
- When entering or leaving a bus, there shall be no pushing or crowding.
- For safety's sake do not talk to the driver, distract him or her in any way, or leave your seat at any time while the bus is in motion.
- Smoking and/or eating are not allowed on the busses. The throwing of any objects is prohibited. No littering; keep the bus clean.
- Electronic devices must only be audible to the listener through ear buds or head phones.
- While waiting for a bus, observe rules of good citizenship and respect the property of other people.
- Keep all body parts inside the bus windows at all times. Nothing may be thrown out of the windows at any time.
- Any violation of suspendable offenses while on the bus will result in loss of riding privileges, as well as suspension from school.
- School rules apply to buses.
- When students are brought to school, they are expected to go immediately in the building.
- Students waiting after school are not to leave school grounds before getting on the school bus and must board the bus at the high school.
- Video cameras with audio recording capability are placed on the buses. The video may only be viewed by administrative personnel.

A written report of the bus driver or other authorized person stating a student's failure to observe bus regulations shall result in parental contact and may result in suspension of bus privileges.

CAFETERIA PROCEDURES

Students are to behave maturely and considerately during lunch. The following behaviors are expected from students during lunch periods:

- Students are expected to report to the cafeteria every day. A student may only be excused with permission from a staff member or an administrator who will be supervising them during that time.
- Students purchasing food shall form a single line and wait their turn to enter the serving area (no cutting in front of others).
- Students who have finished eating shall place food, trash, and recyclables in appropriate bins and return the dishes and trays to the window. Students shall remain at their lunch tables except when purchasing food, returning trays, or using the lavatories.
- Level 4 students are permitted to eat lunch at the outdoor picnic table.
- Level 3 and Level 4 students are permitted to go outside when they are finished lunch with staff approval.

Consequences for misbehavior will include alternative lunch, detention, or suspension depending on the severity of the behavior.

CAFETERIA PURCHASES

Conrad Weiser Area School District has enrolled in an internet-based service called School Café - www.schoolcafe.com. This service is a website where you can pay for School Breakfast and Lunch using your VISA, MasterCard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time. School Café (formerly Parent Online) enables parents to keep track of their child's account balance. To get started, you will first enroll at www.schoolcafe.com. You will be asked to enter your email address and a password, which will be used each time you log in.

Families who have economic difficulties may apply for students to have reduced or free lunch. You can find the [Free and Reduced Household Application here](#) or at www.conradweiser.org, under the pull-down Departments, click Food Services, then Meal Applications, then click Free and Reduced Household Application. You may also apply online at www.schoolcafe.com. **You will only need to complete one application per family and must apply every school year.**

Students will not be able to charge ala carte items. Students may not purchase ala carte items if they owe money for lunch.

CHILD ABUSE

The Child Protective Services Law of Pennsylvania requires all school employees to report any incident of child abuse to Childline or Children and Youth Services for further investigation. Employee reports of child abuse are confidential and mandatory. The law protects children under eighteen years of age from physical or mental injuries which are the result of intentional harm, sexual abuse, sexual exploitation, or serious physical neglect.

SAFE2SAY

It is imperative that everyone works together to keep our schools safe. We have the Safe2Say system as a resource for reporting any concerns. To report a potential threat through the Safe2Say system use this link: <https://www.safe2saypa.org/>

TECHNOLOGY/INTERNET ACCEPTABLE USE

In accordance with Board Policy 815, using the Internet and Information Technology Resources (IT Resources) in school is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. The following are general guidelines for acceptable use. Please reference Policy 815 for specific details.

- Digital technology may be used only for legitimate educational purposes.
- Digital technology is being provided as part of the educational program and is not a public forum.
- Digital technology may not be used for speech or expressive conduct that interferes with the educational process, threatens the community or an individual, is indecent, encourages unlawful activity, interferes with individual rights, constitutes slander, or is offensive.
- All material shall be age-appropriate, demonstrate proper grammar and spelling, and be consistent with the abilities of the student.
- Programs or applications may NOT be installed by students.
- Students must access digital technology by using their assigned user ID and password, should not disclose their User ID and password, and must terminate use by logging off. Forgotten passwords may be reset by the Librarian.
- Students must not bypass CIPA compliant software used to block inappropriate material or access pornographic sites.
- Students must not violate copyright laws.
- Student may not delete, disable, or change any programs or applications on the digital technology device.
- Students may not use digital technology to bully/cyberbully another individual.
- Student computers must remain in the school building unless given permission to take home.

While the district utilizes a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board, it must be clearly understood that no filtering system is able to block all inappropriate sites. It is the student's responsibility to utilize access to digital technology and the Internet appropriately.

1 TO 1 LAPTOP PROGRAM

Students are responsible for the appropriate use of their laptop.

Laptop Ownership

The laptop is property of the Conrad Weiser Area School District and **entrusted with the students as a learning tool**. The laptop is assigned to you and is not to be loaned to or shared with anyone.

Installing software is not permitted. Downloading or installing unlicensed commercial applications, games or software that you do not own or have purchased is illegal and expressly prohibited.

Students may not personalize the laptop, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution.

Laptop Care

Laptops should not be left in temperatures below 35 degrees or above 90 degrees. Food, drinks, or pets should not be near the laptop to avoid damage. Rain, wet hands, and high humidity are risky to laptops and should be avoided. Laptops are not to be left in a vehicle; this encourages theft and exposes the computer to temperature changes outside of their operating limits.

Always keep track of your laptop and take reasonable precautions to keep it safe. If you place your laptop in your locker make sure it is completely closed and locked. **Never leave your laptop unattended.**

When carrying your Laptop always place it in the case provided by the Conrad Weiser Area School District. Be careful not to drop or toss or fling your laptop case.

Personal devices plugged into the laptop's ports may cause problems with the laptop's operation. You are responsible for any damage to the Laptop caused by any personal device you connect to the Laptop. Note that the Conrad Weiser Area School District will not provide technical support for personal devices.

Digital Citizenship

Students are trusted to be civil and courteous when using the laptop both on and off the school network. The District 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 School Board will not tolerate bullying by District students.

The District also trusts that students will act ethically and responsibly with technology when online. Students should be familiar with Policy 815: Acceptable Use of Internet and Network Resources.

1. Be polite and courteous. Leave offensive text (i.e. curse words, insults, etc.) out of blog entries and comment postings. Think before you write or send an email.
2. There are no online take-backs! Text or photos placed online are completely out of your control, regardless of whether you attempt to limit access. Think before you post—will your post embarrass you, your family, or your friends?
3. Do not post your personal information such as addresses, phone number(s), and date of birth, class schedules, your whereabouts or daily activities.

Saving and Backup

No technology device is perfect. Take precautions and backup your files on a regular basis! Unlike online documents, files and projects stored on your computer desktop or home folder are not automatically backed up. We encourage students to back-up to a school district server or Google drive.

Laptop Habits

1. Protect your laptop from spills and bumps; use the case!
2. Close the laptop lid and place in laptop case before moving to your next class.
3. Keep pencils and other objects off the keyboard; you might break the screen!
4. Center the laptop on your desk at home or school.
5. Store your laptop in a safe place at home. Do not leave it on the floor or on a heater!
6. If you pile things on your laptop, it will break!
7. Protect the laptop from food, drink, animals and small children! This includes the charger and charging cords.

Accidental Insurance Coverage:

The annual cost of this plan is \$45. Families who receive free/reduced lunch incur a cost of \$25.

As determined by the building administration, damage will be categorized into one of three categories:

- Accidental Damage: The laptop will be repaired/replaced at no cost to the student.
- Negligent Damage: The student will be liable for repairs not to exceed \$100.
- Intentional Damage: The student will be liable for all repair costs up to the replacement value of the laptop.
- Lost/Missing Laptops: The student will be responsible for paying the full-market value of a

replacement laptop.

- Stolen Laptops: If the laptop is stolen, a police report must be filed. The laptop insurance does not cover the cost of a stolen laptop. The student will be responsible for paying the full-market value of a replacement laptop.

The device insurance can be paid online at <https://www.schoolpay.com/> or paid at the front office of each district building.

Confidential Communications

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

DAMAGE

Students should take pride in their school and help preserve it for future students. If they are found defacing, injuring or destroying this public property, they will be held accountable as defined in Section 77 of the School Laws of Pennsylvania.

DANCES

Students are permitted to attend dances at Conrad Weiser with the approval of Administration. All dances will be closed to the general public. The dress for both boys and girls will be school clothes. Students will remain in the cafeteria area. Smoking and alcoholic beverages are prohibited at all times on school property. Students under the influence or suspected of being under the influence will face disciplinary consequences and possible police notification.

There will be no admittance after 8:00 p.m. Students may not leave a dance and return. Students who leave before the dance has ended must sign out at the ticket table.

The Homecoming Dance and Christmas Dance are for students in grades 9 to 12 and their dates. The Prom will be limited to 11th and 12th grade students and their dates. No students below 9th grade and no dates who are 21 and above may attend any dance. The dress for dances will be semi-formal.

ELECTRONIC DEVICES

Portable music devices and cell phones may only be used with staff permission for students on Level 4. Level 3 students may only use devices during AM Homeroom, lunch and advisory, with staff permission.

Level 1 and Level 2 students are required to turn in electronic devices upon arrival and these devices will be returned at dismissal.

Students who need to talk to someone on the phone must use the phone in the main office, principal's office, or Social Worker's office.

Students using any electronic devices inappropriately will lose points and may have them confiscated and returned at the end of the day. A second offense results in a day of in-school suspension and a parent/guardian must pick up the phone during office hours. If a parent does not pick up the phone in five school days, the phone will be returned to the student. Under no circumstances will a phone be returned to a student before the five days have elapsed.

Any video or audio recording of a class or meeting must have the permission of the teacher prior to recording. Any posting of video, photos, or audio taken in school without the permission of all participants is strictly prohibited and may result in disciplinary consequences, including suspensions.

EMERGENCY CLOSING OF SCHOOL

If it becomes necessary to close our schools because of inclement weather, the announcement will be carried on WFMZ-TV (Channel 69), WGAL-TV (Channel 8).

The Apptegy system will send out a phone message, text message, or e-mail to let parents and students know if school is closed.

Parents can update the contact information in Skyward to determine what phone or e-mail will be used by Apptegy.

The School District may utilize a Flexible Instructional Day (FID). See FID schedule on page 5.

FIRE DRILLS

When the alarm is sounded, students will arrange themselves in single file to leave the room. Those students nearest the windows will close them. Students should walk briskly, but not run. The teachers will leave the room last, close the doors, and follow directly behind the class. The first pupils to reach the main doors will hold the doors open until everyone is out of the building. They will then join their groups away from the building. Teachers will take attendance once outside. Exit directions are placed in each room to inform students of the proper exit to use. Everyone must leave the building.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

During morning announcements, all teachers are expected to have students pledge allegiance to the flag. It is the responsibility of every citizen to show proper respect for his or her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

FOOD, DRINK, AND GUM CHEWING

Food, drink, and gum chewing are allowed in the classroom at the discretion of the classroom teacher.

FREEDOM OF EXPRESSION

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.

GAMBLING

Gambling in any form is strictly forbidden on school property. The punishment for violating this rule is confiscation of the gambling device, assignment to the In-School Suspension, or in extreme cases suspension to the Superintendent.

HOMELESSNESS

McKinney-Vento Homeless Assistance Act:

If you have been displaced from your home, your children can receive help to stay in their home school district to maintain their educational stability.

If you do not have a permanent home or are temporarily displaced from your home and you are:

- Staying with friends or family because you lost housing;
- Living in a shelter, including transitional programs;
- Staying in motels because you cannot get your own home; or
- Living on the streets, in a car, van, tent or other nonpermanent structure.

Please contact Taylor Boland, School Social Worker at **610-693-8542 x1009** or

t_boland@conradweiser.org

You can also contact the Berks County Intermediate Unit, PA Education for Children and Youth Experiencing Homelessness office: 610-987-8436

STUDENT ATTIRE AND APPEARANCE

Conrad Weiser Decisions is responsible for providing a safe and secure educational atmosphere for all students. Student appearance must reflect this belief and therefore students' attire should not disrupt the educational atmosphere, processes or create a threat to the health and safety of the Conrad Weiser school community.

School officials can impose limitations on dress if the attire causes the disruption of the educational process or constitutes a health/safety hazard.

Student attire and appearance is to be appropriate for the school environment. It is at the discretion of the principals to have students change or take other appropriate measures if students are inappropriately dressed.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities (i.e. school activities and dances), or other situations where special attire may be required to insure the health and safety of the student.

You have *violated* the dress code if:

- You are wearing attire that has messages or pictures with reference to the Confederate flag, drugs, alcohol, suicide, sexual innuendoes, ethnic references, profanity, violence, or weapons.
- You are wearing clothing with holes or tears in inappropriate places.
- You are wearing halter-tops, tube tops, spaghetti straps, or showing your midriff.
- Your back or chest are *not* covered.
- Your undergarments are visible.
- No blankets will be allowed to be used during the course of the day.
- Your shorts or skirts are not an appropriate length as determined by the CWHS staff's discretion.
- You are wearing a hat or a hood or if the top of your head is covered for reasons other than religious or medical purposes.
- You are wearing a coat that extends below your knees.
- You are wearing a coat that is intended for outdoor wear (as determined by the Weiser Decisions' staff).

Students who violate the dress code guidelines above may be asked to correct the violation with a school-supplied item of clothing, call home for an appropriate replacement, or spend the day in ISS. Additional consequences may be given for dress code violations.

MEDIA COVERAGE EXCLUSION

Photos, video footage, and interviews of students are often used as part of the Conrad Weiser Area School District's community relations efforts through publications (printed and online), the district website (www.conradweiser.org), district social media, Conrad Weiser Television, and in community presentations. On occasion our district invites the news media (Reading Eagle, WFMZ-TV, WEEU, Berks Community Television, Berks-Mont News, etc...) to cover events on our campuses. If you do not want photos, video footage or interviews featuring your child used in district publications, on the website, on social media, in community presentations, or in news media outlets, please complete the annual "Exclusion from Media Coverage" form found on the district web site and return it to your child's school office.

Be advised that signing this annual form prevents the intentional use of your child's photo or videotape footage. In situations where large groups of people are participating, it is often impossible not to photograph or videotape certain students, and therefore, we cannot prevent the use of photos or videotape footage that unintentionally includes your child. Additionally, students who participate in school activities and/or athletics may be photographed or videotaped by members of the media or the general public while participating. It should be noted that under these circumstances, the publicity refusal form below would not be a valid means of preventing photographs or videotape of a specific student.

OBLIGATIONS

Students are responsible for any financial obligation incurred and will be notified as to their obligations to the school. All obligations must be paid before a student graduates. Obligations that are left unpaid may eventually be turned over to the district justice for collection.

Textbooks will be collected and inspected at the end of the school year. Students will be assessed for damage caused to books. It is recommended that all books be covered. If students lose their books or cannot return them to their classroom teachers at the end of the year, the student will be responsible for the full replacement cost of the book. If a check is returned for non-payment to the district, a \$12 fee will be added to the obligation.

Cafeteria Debts – Students are expected to pay for food when they buy it, but may charge a minimal amount. Students with financial concerns should see the information on *Free and Reduced Lunch*.

PARKING/DRIVING RULES

Students are not permitted to drive to school unless approved by the building Principal.

SAP

The Student Assistance Program (SAP) is a state mandated program designed to help students who are struggling with mental health, substance abuse, or any other barrier preventing them from being successful. Anyone can refer a student to the SAP Team by speaking with the Social Worker or a SAP team member or by completing a form located in the Social Worker's office. When a student is referred to the SAP Team, observations are collected from staff working with the student. Parents are contacted if additional counseling services (assessments) are recommended. Additional information is available online at www.conradweiser.org by clicking on the Student Assistance Program link in the counseling link of the High School.

SEARCHES

As per Board Policy #226, all lockers remain school property and are loaned to students for their use. School officials retain the right to search these lockers at any time. Materials found may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, students may be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion

that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

If reasonable suspicion exists, school authorities have the right and responsibility to search a student's possessions, including coats, book bags, pocketbooks, or a student's person, including pockets and socks. The ability to search depends on the amount of suspicion and the danger to the health and welfare of other students.

School officials may use K-9 police dogs to search inanimate objects on school premises, including student lockers, cars, bags, coats, purses, and other such belongings, for drugs or other illegal contraband. The administration may periodically invite law enforcement agencies to search school property with dogs trained for the purpose of finding illegal substances and materials. All school property, such as lockers, desks, classrooms, storage areas, parking lots, athletic fields, and facilities, may be searched at any time. All vehicles parked on school property may be searched. Individuals shall not be subjected to a personal body search by dogs. Actual times and dates of planned searches will not be released in advance.

Any student refusing a search will be placed on a 10-day out-of-school suspension and will be required to attend a disciplinary hearing with the Superintendent of the Conrad Weiser Area School District. The student will remain in the custody of school officials until released to a parent/guardian or police officials.

VISITORS

All visitors are to report to the Weiser Decisions main office with their driver's license for an ID tag upon entering the school building.

WORKING PAPERS

The Pennsylvania Child Labor Law requires minors to obtain work permits prior to beginning work. Working papers can be obtained from the Conrad Weiser Decisions' Main Office for all students residing in the Conrad Weiser Area School District. Please see below items needed for the working paper application process.

Students may pick up the work permit application in the Weiser Decisions' main office. They will need to have it signed by a parent/guardian and return it to the main office with a copy of one of the following: student Birth Certificate, Learner's Permit, Driver's License, or Passport, to verify age. The regulations are online at: [Pennsylvania Child Labor Law](#)

ACADEMICS

COMMUNITY SERVICE

Conrad Weiser and some sending Districts' require students to have a minimum of 20 hours of community service to receive a diploma.

PENNSYLVANIA CAREER PORTFOLIO

Students will meet Career Readiness Standards in four domains, including Career Awareness and Preparation, Career Acquisition, Career Retention and Advancement, and Entrepreneurship as set forth by the Pennsylvania Department of Education. Evidence of this work must be completed by all students and will be collected by the State in June of the 11th grade year. By that time, students must have 8 pieces of evidence in their PA Career Portfolio demonstrating work in the domains listed above. Students will complete work on their portfolios during designated sessions and pieces of evidence can be gathered through career work in classrooms, career trips and Career Day. Reflection forms and directions for entering pieces of evidence, as well as directions for creating the portfolio, can be found in Schoology on the Conrad Weiser High School page under resources.

GRADING SYSTEM

Conrad Weiser High School has six-week grading periods. Report cards will generally be posted six to eight days following the end of the marking period. A report card will be posted online to each student.

Grading Range and GPA (grade point average)

93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
56-69	F1	0
Below 55	F	0
Passing	P	
Outstanding	O	
Unsatisfactory	U	

SKYWARD/GRADING

Conrad Weiser School District uses Skyward for student attendance, grades, etc. All parents and students have a login and password to enable them to see the student's information. Parents and students can contact the counseling office to get their login and password.

Information that is available through Skyward includes the student's attendance, schedule, community service hours, etc. The gradebook for each class is available which will show the student's grade at this point and scores on each assignment.

Parents can set up their Skyward account to receive e-mails if a student is absent or if a student's grades have dropped below a certain point.

Access to Skyward is available through the Conrad Weiser website: www.conradweiser.org

SCHOOLGY

Conrad Weiser School District uses Schoology as its learning management system (LMS). Schoology allows each student to have a profile that connects both their courses and their extra-curricular activities. The student online profiles should follow appropriate use guidelines which include an appropriate profile picture and student names as designated by the school (no nicknames). Students are expected to follow the guidelines set forth by the Conrad Weiser School District and/or my teachers when publishing schoolwork online including the submission of assignments. Non-compliance with these guidelines may result in disciplinary action.

PHYSICAL EDUCATION RULES AND REGULATIONS

If a student has an injury or other physical problem preventing participation, the student needs to submit documentation to the School Nurse.

HEALTH INFORMATION

SCHOOL HEALTH SERVICES

Preventive services, health education, emergency care, referral, state mandated health screenings, and management of acute and chronic health conditions. Designed to promote the health of students; identify, prevent, and manage health problems and injuries, and ensure care for students and staff.

NURSE'S OFFICE

The primary role of the school nurse is to support student learning. The nurse accomplishes this by implementing strategies that promote student and staff health and safety. The school health service provides health supervision and emergency care for all students. Mandated health screenings are done in the fall and the spring. Each student will be given an annual vision screening and height and weight measurement along with BMI calculation. Students in 11th grade will also be given a hearing screening. *Medical examinations are required in PA for 11th grade students; explanatory letters will be sent.* The school does not assume responsibility for treatment of accidents or injuries that occur outside of school.

IMMUNIZATIONS

In accordance with the Pennsylvania Department of Health Immunization Regulations, all students in all grades are required to have completed the immunization mandates for their grade. Please consult your health care provider to be sure these requirements are met in time to avoid possible exclusion from school.

For additional information and resources, please see the link on the Health Services page of the district website, under the Administration or Parent/Community tab, or go to www.health.pa.gov and search school immunizations.

*Please provide a copy of official documentation to the school nurse any time your child receives any vaccination.

MEDICATION

Students are **NOT** allowed to carry **any** medications during school or school sponsored activities such as field trips. This includes prescription medicines, over-the-counter (OTC) medicines, vitamins, and herbal or dietary supplements.

Only Exception: Students may carry their own rescue inhaler and/or epi pen **IF** a current medication authorization form is on file in the nurse's office.

Any student who is in need of medication (prescription or **over the counter**) during school hours must have the district medication form (which can be obtained in the Nurse's office or on the [CWASD website](#)) completed and signed by both the ordering physician and a parent/guardian. Medications need to be delivered to the school nurse by an adult. The completed medication form is valid for one school year. Medication must be in its original container. If there are medication changes, including dosage, a new medication form will need to be completed, and the medication must be in the original container and clearly identifiable. *Unidentifiable medications and/or medications without written physician orders will not be administered.* Medications such as many antibiotics ordered to be taken three times a day generally do not need to be given during the school day. Parents are expected to assume responsibility for such medications. Each student must also have a current, completed, and signed Health Information Form on file in the Skyward system before any medications can be given. A new Health Information Form must be completed at the start of each school year.

All medication (prescription or over the counter), including prn "as needed" medication, short term medication, and emergency medication, will be kept by the school nurse in the nurse's office. The nurse shall in turn dispense the medication from the office at the appropriate time according to the physician orders. If your child has an inhaler or Epi-pen that the physician has deemed necessary for them to carry, both the top and bottom sections of the medication permission form need to be completed and signed by the parent and physician. The district is not responsible for problems that occur with students who are carrying their inhalers or Epi-pens. **All students needing to use inhalers during the school day (stored in the health room or carried on person), must bring a completed medication form to the school nurse.** All inhalers and Epi-pens need to be in their original containers (boxes) with the prescription label. *Unidentifiable medications and/or medications (including inhalers) without written permission will be treated as unauthorized substances and will be confiscated and a parent/guardian will be contacted for pick*

up. Please contact the nurse if you have any questions about this policy as it relates to your child's specific needs.

The district health offices do NOT stock or dispense cold or allergy medications. If your child is in need of either, please discuss with the child's physician and consider administering the appropriate long-acting medication prior to school. If needed for the course of an illness, cough drops or throat lozenges should be provided by the parent/guardian for the student to carry and self-administer as directed.

MEDICAL PROBLEMS

The parent/guardian of any student with chronic (long-term) medical problems should notify the school nurse each fall by making comments where indicated on the student's Skyward Health Information form. **These forms must be updated and completely filled out at the beginning of each school year for every student.** Specific medical concerns affecting a student's participation in normal school activities will be handled on a case-by-case basis in accordance with school and state policies by the school nurse and administration. Students who are absent from school for an extended period of time for medical concerns or who develop a health problem that was not noted on the emergency form at the start of the school year should notify the school nurse immediately. This will insure that the student's health record is up-to-date and that any special needs for the student at school can be addressed. HIPAA allows the school nurse to discuss a student's health concerns with the doctor or health provider.

MEDICAL PROBLEMS AND PHYSICAL EDUCATION

Students who have a medical problem that prevents them from participating in some or all of a physical education class must provide a parent note to the teacher at the beginning of class. All notes are subject to verification and should contain the student's full name, the date, the reason for non-participation, the duration of the excuse, and a parent's signature and daytime phone number. A parental note may only cover up to 2 physical education classes; anything requiring a longer duration must be covered by a doctor's note.

For illness or injury requiring an extended period of recovery, the student must have the treating physician complete a Modified Physical Education form. This form is available from the physical education teachers, nurse's office, and district website. Students are reminded that non-participation in a physical education class on a given day also makes the student ineligible to participate in extracurricular sports on that day.

**REASONS TO KEEP YOUR CHILD AT HOME AND REASONS
YOUR CHILD MAY BE EXCLUDED FROM SCHOOL**

- Fever (100 degrees or above) – within the last 24 hours. Temperature should be under 100 degrees for 24 hours without the use of fever reducing medication before returning to school.
- Vomiting or diarrhea – Child should be well for 24 hours before returning to school.
- Reddened eyes with purulent drainage – (watery, itchy eyes usually denote allergies so exclusion is not necessary). Before returning to school, the student needs: a) physician-prescribed eye drops, ointment or oral medication for 24 hours or b) a physician's note stating it is a non-infectious condition.
- Chicken Pox – All pox marks should be dried and have scabs before the child returns to school.
- Head Lice (Pediculosis) – Children may return to school after they have been treated with an anti-lice shampoo and the nits (eggs) have been removed from the hair. The school nurse must check all children who have had lice before being re-admitted to school and may recheck their hair periodically once returned based on the nurse's discretion. Please contact the school nurse for treatment guidelines. Your child may be checked for lice at school when a sibling or close friend has had lice.
- If a child has an infectious condition, such as strep throat, that requires antibiotic treatment, the child should receive antibiotics for 24 hours at home before returning to school.
- Common colds associated with excessive nasal drainage, persistent cough, or low-grade fever (99-100 degrees) that interfere with student's ability to learn.

ATTENDANCE

FREE EDUCATION AND ATTENDANCE

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 8 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as students.

GENERAL GUIDELINES

Students should be in school if at all possible. Although some class work can be made up outside of class, duplicating the explanations, lectures, class discussions and group work that is part of any class is impossible. For students to gain the ultimate educational benefit, they need to be in school.

LEGAL ABSENCES

Legal absences are defined by the state as illness, family matters, and educational trips with prior approval. Court hearings, and medical or dental appointments are coded excused with proper documentation.

Written excuses must be submitted by the parent/guardian for each day of absence. When using a doctor's or dentist's note, the student must be seen in their office and must be the patient. Excuses must be submitted to the office **within three school days of the absence**. Parents can submit the note electronically using Skyward **within three school days of the absence** as well.

ILLEGAL/UNEXCUSED ABSENCES

Any days without a legal excuse submitted to the office will be coded as illegal or unexcused.

If a student is 17 or under, the day will be coded as illegal. If a student is 18 or over, the day will be coded as unexcused.

PENALTIES FOR ILLEGAL ABSENCES

By state law, students who are 17 or under are required to attend school unless a student has a legal absence.

The parent/guardian will be notified after three illegal absences. At that time, administration may schedule an attendance conference with the student and parent/guardian. For additional illegal absences, citations may be filed with the district justice.

Penalties for illegal absences will be determined by the MDJ (Magisterial District Justice). The parent may be required to pay a fine, attend parenting classes or do community service, etc. The MDJ may instead fine the student or require the student to do community service or other alternatives.

The district justice may also suspend the student's driver's license for 90 days or, if a second offense, six months. A child who does not yet have a driver's license shall be ineligible to apply for a driver's license for that same length of time.

EXCESSIVE ABSENTEEISM

Whenever a student has missed 10 days or more that are only excused by a parent note, a letter will be sent to the parent requiring a doctor's excuse for any and all subsequent absences. The district will not count medical excuses or the first 5 days of educational trips in the total.

Once that letter has been sent, any absence not excused by a doctor will be illegal/unlawful and the student may not make up any work unless the absence is determined to be excused.

If a student has an inordinate amount of medical excuses, the district may investigate and reserve the right to refuse subsequent doctors' notes.

EXTENDED ABSENCES

Students who are absent consecutively for an extended time should be in contact with the school regarding assignments and submit a medical reason for the absence. Students should contact teachers via Schoology to obtain assignments. If appropriate and proper documentation is provided, homebound instruction may be available.

PENALTIES FOR EXCESSIVE UNEXCUSED/ILLEGAL ABSENCES

When a student is 18 or over and is required to submit a physician's note because of excessive absences, the student may not make up any work unless the absence is determined to be excused. This penalty will likely affect the student's grade and could cause the student to fail the course.

When a student is 18 or over and has 10 consecutive absences, the student will be dropped from the active membership roll.

TRUANCY/CLASS CUTTING

Students who are absent from school without a parent's permission are considered truant. The absence will be considered illegal/unlawful. The penalty for truancy or class cutting includes a disciplinary consequence and the student will receive a 0 for any work missed.

LATE ARRIVAL AND TARDINESS

Students are to report to school at 8:00 a.m. Students arriving to school after 8:20 a.m. are late to school and must report to the office for a pass.

Lateness will either be excused or unexcused following the same guidelines as full day absences. Students who have a legal reason for being tardy must bring in a parental note or a note from a doctor or dentist when arriving late or within three days.

EARLY DISMISSALS (LEAVING SCHOOL DURING SCHOOL HOURS)

A student who must leave school early for an appointment must have parental permission and office approval. The student should bring a note signed by a parent to the office in the beginning of the day or have a parent enter a request in Skyward. The note should include the student's name, the time the student needs to leave, and the reason. The student will be given a yellow pass to show the teacher and allow the student to leave class.

If the student returns to school that day, the student must sign in at the office and will be given a pass to return to class. A student who leaves school prior to 1:00 p.m. and does not return will be coded with 1/2 day of absence.

TRIPS

Family Trips

Students wishing to have excused days for a family trip must obtain an "Educational Trip" form from the office and follow the directions. The form is to be completed and submitted to the office at least one week before the trip. Approval of trips is at the administration's discretion based on a student's attendance, discipline and academic records. The student must complete a written report and submit it to the office within **one week** of the student's return to school. The report must be at least one page long and reflect on what the student learned from this trip. Upon approval of the report, student absences will be changed to excused educational trip.

Students are required to make up all missed work. Any student planning an extended absence for a family trip should notify teachers as soon as possible, at least three days prior to leaving, to obtain advance assignments.

Field Trips

All students planning to participate in an educational field trip must meet the eligibility requirements. Students may be refused participation for the following reasons: excessive absenteeism, cutting class, excessive lateness to class, and/or suspensions and other discipline violations which caused the student to miss a lot of class time.

A student's privileges to participate in class trips and field trips will be evaluated on an individual basis if he/she is suspended. Students who are suspended and who have experienced a series of discipline difficulties during the year may not be allowed to go on class trips or field trips. Any student who has been given a full ten-day suspension will not be allowed to participate on a class trip.

PARENT SIGNATURES

Excuses for absences or tardies are required to have a parent signature unless a doctor or dentist note is provided. Even if a student is 18 or older, a parent signature is required unless the student is living on his or her own and has administrative approval to sign his or her own forms.

COLLEGE VISITS

Parents must supply a written request for a legal absence from school for a college visit. This written request must be given to the office prior to the date of the visit. After the visit, the student must submit to the high school office documentation from the college that they were there to be marked legally absent from school.

DISCIPLINE

RESTORATIVE PRACTICES

Weiser Decisions utilizes a trauma-informed approach based on the principles of restorative practices. The International Institute for Restorative Practices (IIRP) defines restorative practices as an essential process for creating a positive learning environment, building social capital, and resolving relational issues. Building and strengthening relationships and community is a critical component of school culture.

STUDENT RIGHTS AND RESPONSIBILITIES

The Student Rights and Responsibilities is a detailed document that affects all public schools in the Commonwealth of Pennsylvania. All public schools in the state are required to comply with the document.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of 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 his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform with the following:

- be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- assist the school staff in operating a safe school for all students enrolled therein.
- comply with Commonwealth and local laws.
- exercise proper care when using public facilities and equipment.
- attend school daily and be on time at all classes and other school functions.
- make up work when absent from school.
- pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- report accurately and not use indecent or obscene language in student newspapers or publications.

RULES AND REGULATIONS

Weiser Decisions' rules and regulations apply from the time a student is at the bus stop until a student returns home after school unless the student is traveling by personal vehicle. The regulations then apply once a student enters school property until the student vacates school property. In addition, the regulations apply whenever a student is on school property or is involved in any school related activity at school or on a trip. This includes athletics, club activities, field trips, etc.

AFFECTION

Students are to behave respectfully to one another. Displays of affection in any form are considered to be private and are not to occur within the school building, on school grounds, or during school activities.

BULLYING AND CYBER BULLYING

All forms of bullying and cyber bullying by school district students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy will be disciplined. Students who have been bullied or cyber bullied shall promptly report such incidents to the designated employees or can submit a concern through SAP (Student Assistance Program). Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the School District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders will be disciplined and the police may be notified.

Racial harassment, ethnic intimidation and sexual harassment will not be tolerated. A student or staff member observing any of these behaviors must immediately report to an administrator.

ACADEMIC DISHONESTY

Anytime a student has cheated or plagiarized, or is academically dishonest in any other way, they will automatically receive a "0" on the assignment. The teacher should also write a disciplinary referral for the student and hand it in at the main office as well as notify the parents/guardian about the incident. Administration will track these incidents for students until they graduate or leave the high school.

1st offense – Administration will meet with the student and keep record of the warning.

2nd and any future offenses – Administration will suspend the student and will contact the parents/guardian.

Any student who commits academic dishonesty will also be enrolled in a mandatory PLT period that will review the importance of academic integrity.

FIGHTING

Any fighting will usually be punishable by suspension. After investigation, the administration will determine the amount and type of suspension. Additionally, any fight may result in criminal prosecution.

SMOKING

Smoking is not permitted in the school building or school grounds. The term smoking includes possession of a lit cigarette, cigar, electronic cigarette, vaporizer, or any other materials that a person might smoke, chew, or inhale. It also includes the possession of smokeable material or disposing of a lit smokeable item. Cigarettes, other smoking materials, or tobacco products are not to be carried in the building. Violations of this rule will result in the confiscation of the cigarettes or other smoking material by any member of the staff. Students may be asked to empty pockets, pocketbooks, etc., by the administration.

Violators of the no-smoking policy will receive a citation from the from the District Justice.

THEFT

Any student found stealing in school or away from school on a school-sponsored activity, or from lockers or gym lockers, will immediately be suspended from school and from any team, club or activity for the duration of the suspension. Theft may also result in criminal prosecution.

WEAPONS

Weapons are not permitted in school. Weapons or any instrument used as a weapon on school property will result in immediate suspension. Referral will also be made to the police and may result in immediate placement in the youth detention facility. By state law, possession of a weapon on school property will result in expulsion for one full calendar year unless the superintendent chooses to make a different recommendation for extenuating circumstances and the school board concurs.

SUSPENSIONS

Suspensions generally will be “in-school” with the pupil assigned to the in-school support room. Any student who has been suspended at any time during the year will not be allowed to attend any functions on the school campus during the duration of the suspension. The student may not participate in or attend activities on any day the student is suspended in or out of school (ISS or OSS).

SUSPENSIONS AND EXPULSIONS

A student may be suspended for various reasons. Some reasons for suspension are as follows:

- Assault on another student
- Class misconduct
- Continued unpreparedness for class
- Continued unpreparedness for physical education class
- Cutting class
- Cutting detention
- Defiance
- Disrespect and/or insubordination
- Excessive unexcused lateness
- Excessive unexcused absences
- Fighting
- Food throwing/violation of cafeteria rules
- Improper use of technology

- Leaving school grounds/building without permission
- Physical assault on staff member
- Physical/verbal threats or harassment to a student or staff member
- Physically acting out behavior
- Possession, sale, or being under the influence of drugs or possession of drug paraphernalia on school property
- Smoking/Vaping or intent to smoke/vape
- Theft
- Truancy
- Unauthorized posting of another student on social media during school or any school event
- Use, possession, or being under the influence of alcoholic beverages on school property
- Vandalism
- Videoing or recording another student
- Violation of parking lot regulations/driving privileges
- Violations of laws
- Vulgar, racist, or profane language or gestures
- Other behaviors considered by administration to warrant suspension

FULL SUSPENSION

In all cases of full suspension, the student shall be suspended out of school until the results of the hearing are known. The following discipline violations will lead to full-time suspension of up to ten days, which may lead to a hearing before the Board of Education:

- Possession, sale, or being under the influence of drugs on school property.
- Physical assault on a member of the staff or student body.
- Use, possession, or being under the influence of alcoholic beverages on school property.
- Chronic and/or excessive discipline violations within the school.
- Possession of weapons.
- Chronic violation of cafeteria rules.
- Any serious legal violation or other behaviors considered by administrators to warrant a full suspension.

EXCLUSION

Exclusions from school may take the form of suspension or expulsion.

Suspension is exclusion from school for a period of from one to ten consecutive school days.

- Suspensions may be given by the principal or person in charge of the public school.
- No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
- When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.

- Suspensions may not be made to run consecutively beyond the ten-school day period.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.

Expulsion is exclusion from school by the School Board for a period exceeding ten school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.

During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth below.

If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

- The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
- If the parent or guardian is unable to provide for the required education, he/she must within thirty days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must again contact the parent and, pending the parent's or guardian's provision of such education, the district must make some provision for the student's education, or proceed according to the following paragraph, or do both.
- If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 Pa.C.S., Sections 6301 to 6308), to ensure that the child will receive a proper education.

HEARINGS

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of the process.

A **formal hearing** is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student. The following due process requirements are to be observed with regard to the formal hearing:

- Notification of the charges shall be sent to the student's parents or guardian by certified mail.
- Sufficient notice of the time and place of the hearing must be given.

- The hearing shall be held in private unless the student or parent requests a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on his or her own behalf.
- A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- The proceeding must be held with all reasonable speed.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

The purpose of the **informal hearing** is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided. The following due process requirements are to be observed in regard to the informal hearing:

- Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at the hearing.
- A student has the right to speak and produce witnesses on his or her own behalf.
- The district shall offer to hold the informal hearing within the first five school days of the suspension.

DRUG/ALCOHOL POLICY

PREFACE

This policy, including its rules, regulations and guidelines, is a coordinated effort by the Conrad Weiser School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood-altering substances including any synthetic drugs by members of its student population (K-12).

STATEMENT OF POLICY

The Conrad Weiser School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances including any synthetic drugs by the student population (K-12), through the use of a revised curriculum, classroom activities, community support and resources, a strong consistent administrative/faculty effort, as well as rehabilitative and/or disciplinary procedures.

As an extension of this policy, the following rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood-altering substance including any synthetic drugs, and alcohol-related situations.

RULES AND REGULATIONS

A student on school grounds or at a school-sponsored activity under the influence of alcohol, drugs, or mood-altering substances including any synthetic drugs or who possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances including any synthetic drugs, or any substance purported to be a restricted substance or over-the-counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in these administrative regulations.

As an integral part of the Conrad Weiser School District Drug and Alcohol Prevention Program, these regulations represent one component in a district-wide effort to respond effectively to drugs, and mood-altering substances, including any synthetic drugs and alcohol-related situations that may occur at school or at school-sponsored activities. These regulations are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance including any synthetic drugs and alcohol-related incidents. The Conrad Weiser School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The School Board has the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rules or regulations enumerated herein.

REGULATIONS FOR DRUG/ALCOHOL DISCIPLINARY ACTION

The use, sale, or possession of drugs/alcohol will not be tolerated by the Conrad Weiser School District and will result in disciplinary action being taken against the offender.

Upon being found to have committed a violation of the aforementioned, the student will be scheduled for an immediate conference with the principal, in the presence of his parents and/or guardian. The police may also participate in the conference with the principal, student, and

parents and/or guardian if the infraction warrants police intervention. In terms of resolving the particular offense, the principal will choose from one or several of the dispositions as follows:

- Filing of criminal charges and/or referral to Children and Youth Services.
- Youth Diversionary Program
- Suspension to the Superintendent which may result in exclusion or expulsion from the Conrad Weiser Area School District.
- Require the student to submit to a Student Assistant Program evaluation by a credentialed provider, and comply with recommendations resulting from that evaluation.

Any failure on the part of the student or parents and/or guardian to cooperate with any treatment program as agreed to at the conference will result in suspension and/or filing of criminal charges, whichever is appropriate.

BEHAVIOR MODIFICATION PROGRAM

The behavior modification program At Weiser Decisions is based in behavioral and cognitive theories. The program is designed to utilize a level system in which students earn points for their behavior. Success in this system, and the IEP team, determine how long a student will remain at Weiser Decisions.

LEVEL SYSTEM

The Level System has been developed to offer students goals and incentives for their behavior. Privileges and responsibilities are given according to the demonstrated level of control students maintain over their own behavior. The Point System, In-School Restrictions, and Out-of-School Suspensions all tie into the Level System. The Level System allows for a more objective and standardized progression toward re-entry to the student's home district-operated program. Additionally, the Level System sets specific, quantifiable guidelines for all students to meet, permitting each student to choose their course of action and set goals.

Weiser Decisions' System consists of 4 (four) levels:

- **LEVEL 1:** Lowest, most restrictive level.
- **LEVEL 2:** Entry level for all students beginning the program. Students have the ability to move up or down in the Level System, contingent upon his/her choice of behaviors.
- **LEVEL 3:** Primarily a pre-contract level; behavioral expectations increase accordingly.
- **LEVEL 4:** Highest level: Students have the potential to request an Individualized Contract for re-entry to their home school district.

Privileges and consequences are built into each level and are commensurate to the student's demonstrated ability to manage his/her own behavior. Specific criteria for maintaining, elevating, or dropping a level are established. All student requests for upward movement in the Level System are considered by the staff of Weiser Decisions. A student who is narrowly eligible to move up to the next level may be retained on his/her present level until the team determines that the student is capable of maintaining the next level. All requests by a student to move to a higher level must be made through a letter to the Team. This letter must include:

- Student name and date of the letter
- Requested level, why student wants to move to this level
- What behaviors the student has improved to make this move possible
- What behaviors the student still needs to improve
- Parent/Guardian signature

FLAG MEETINGS

IEP Case Manager will facilitate flag meetings based on the following criteria:

Green Flag – Student is doing an outstanding job, either overall or in a specific area that they previously were struggling with. Expectations are being met OR exceeded consistently by the student. This includes, but is not limited to, maintaining level 4 or displaying a significant increase in daily point totals.

Yellow Flag - Student is beginning to struggle with their overall behavior or exhibiting a new behavior that was not previously present. This includes, but is not limited to, basic non-compliance or struggling with consistently earning daily point totals.

Red Flag – Student is demonstrating severe and/or consistent negative behaviors. This includes, but is not limited to, physical and verbal aggression (beyond basic non-compliance) and remaining on level 1 for an extended period of time.

HOW SUSPENSIONS EFFECT LEVEL SYSTEM

In-School Suspension: every full day of ISS = 1 Down Day with zero points earned.

Half-day ISS remains a down day, however, student receives points earned during the other half of the school day.

Out-of-School Suspension: 1 day OSS results in a level restart the next school day.

2-3 days OSS results in one level drop on the next school day.

4 or more days OSS results in an immediate drop to level 1.

DAILY POINT SHEET

Point Sheets must be filled out by students during morning homeroom. The point sheets are filed as record of their daily behavior as designated by their IEP.

- Students have the ability to earn up to 80 points in one school day. Points can be earned for each of these areas: area, behavior, language, interaction and work.
- Point sheets are the student's responsibility and must be handed in to classroom staff at the beginning of each period, and at the end of the day in order to accumulate points.
- Points are accumulated to purchase point store items at the end of each week.
- Specialized contracts will be implemented for individual students for continuous inappropriate behavior. If a student breaks contract, they will be assigned in-school suspension.
- Points are not earned when a student is in in-school suspension.
- Weekly point record sheets at the end of each week and must be signed by the parent/guardian and returned to school. Failure to have the point record signed will result in the student's inability to progress through the level system.

INCENTIVES

Points earned during the day are tallied and documented on each student's individual point record. These accumulated points can be used to purchase various snack items offered from our weekly point store, or to purchase gift cards.

Additional incentives include the ability to earn bonus tickets, participate in Friday Breakfast, Culinary Club, community service projects, lunch with the principal, and incentive trips.

"The Conrad Weiser Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, and employment practices as required by Title VI, Title IX, and Section 504". For information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, contact Amy Light, Director of Business at (610) 693-8542. For information regarding civil rights or grievance procedures, contact Amy Light, Compliance Officer for Title VI and Title IX, or Dr. Stephen V. Burnham, Compliance Officer for Section 504, at 44 Big Spring Road, Robesonia, PA 19551 at (610) 693-8542.