

WARREN COUNTY SCHOOL DISTRICT STUDENT HANDBOOK

Grades K – 12

Beaty-Warren Middle School

Eisenhower Elementary School

Eisenhower Middle/High School

Sheffield Area Elementary/Middle School

Virtual Academy

Warren Area Elementary Center

Warren Area High School

Youngsville Elementary/Middle School



2026 -2027

Certain forms are part of the online registration/re-enrollment process, and all forms can be accessed on the WCSD website, www.wcsdpa.org. Click on Menu, under For Parents, click on Forms, and then click on the requested form.

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MISSION STATEMENT

The mission of the Warren County School District is to support the personal and intellectual success and wellness of every student, every day.

CIVIL RIGHTS NOTICE

The Warren County School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Mr. Eric Mineweaser, Title IX/Section 504 Coordinator at 6820 Market Street, Russell, PA 16345 or (814) 723-6900.

NON-DISCRIMINATION NOTICE

The Warren County School District is an equal opportunity education institution and will not discriminate on the basis of age, race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, & Section 504. For information regarding civil rights or grievance procedures, contact the Title IX Coordinator or the Section 504 Coordinator at 6820 Market Street, Russell, PA 16345-3406, (814) 723-6900.

VISITORS ON SCHOOL PROPERTY

Based on the WCSD's compelling interest to protect its students and staff, the Warren County School District will continue to utilize the RAPTOR System as part of the District's reasonable efforts to provide a safe and secure learning and working environment for its students and employees. RAPTOR is a visitor registration system enhancing school security by reading visitors' drivers licenses, or other state or military issued photo ID's, comparing the information to a national sex offender database, alerting District personnel if a match is found, then printing a visitor badge including a photo, the name of the visitor, and the time and date. If a match is found, appropriate alerts are generated so that District personnel and law enforcement personnel can take appropriate steps in an effort to keep the school safe. Each school in the Warren County School District has the RAPTOR System in place and has already begun to use the system as visitors enter the building. Please be aware if visitors are entering the building during the school year, visitors will need to provide your driver's license or another form of ID as mentioned above. This does not include events such as concerts, sporting events, etc.

BUILDING LIST

Beaty-Warren Middle School

2 E. Third Avenue
Warren, PA 16365
(814) 723-5200 (Grades 5-8)

Eisenhower Elementary School

3700 Route 957
Russell, PA 16345
(814) 757-4507 (Grades K-5)

Eisenhower Middle/High School

3700 Route 957
Russell, PA 16345
(814) 757-8878 (Grades 6-12)

Sheffield Area Elementary/Middle School

6760 Route 6
Sheffield, PA 16347
(814) 968-3720 (Grades K-8)

Warren Area Elementary Center

343 E. Fifth Avenue
Warren, PA 16365
(814) 723-9061 (Grades K-4)

Warren Area High School

345 E. Fifth Avenue
Warren, PA 16365
(814) 723-3370 (Grades 9-12)

Youngsville Elementary/Middle School

232 Second Street
Youngsville, PA 16371
(814) 563-7207 (Grades K-8)

Virtual Academy Services

Warren County Career Center
347 E. Fifth Avenue
Warren, PA 16365
(814) 723-0574

Gifted Support Administration Office

Youngsville Elementary/Middle School
232 Second Street
Youngsville, PA 16371
(814) 563-7207

Vocational - Technical

Warren County Career Center
347 E. Fifth Avenue
Warren, PA 16365
(814) 726-1260

WCSD Central Administration Office

6820 Market Street
Russell, PA 16345
(814) 723-6900

SCHOOL CALENDAR

WARREN COUNTY SCHOOL DISTRICT

Russell, Pennsylvania

2026-2027 SCHOOL CALENDAR

Approved: February 9, 2026

			Staff/ Month	Students/ Month	Act 80	Students Total Attendance
2026						
Thurs.	Aug.	20				
Fri.	Aug.	21				
Mon.	Aug.	24				
Tues.	Aug.	25				
			8	5	1	6
Mon.	Sept.	7				
			21	21	0	21
Mon.	Oct.	12				
			22	21	1	22
Wed.	Nov.	11				
Wed.	Nov.	25				
			17	16	0	16
Tues.	Dec.	1				
Wed.	Dec.	23				
			16	16	0	16
2027						
Mon.	Jan.	4				
Fri.	Jan.	15				
Mon.	Jan.	18				
Tues.	Jan.	19				
			20	18	1	19
Mon.	Feb.	8				
Mon.	Feb.	15				
			19	18	0	18
Mon.	Mar.	8				
Thurs.	Mar.	25				
Fri.	Mar.	26				
Tues.	Mar.	30				
			20	19	0	19
Mon.	Apr.	12				
			21	21	0	21
Mon.	May	10				
Fri.	May	28				
Mon.	May	31				
			18	18	0	18
Fri.	June	4				
Fri.	June	4				
			4	4		4
Total Teacher Days =			186			
Total Student Days =				177	3	180

Energy make-up days will occur in the following order:

1. May 28
2. May 10
3. Feb. 8
4. Mar. 25
5. Apr. 12

Act 80 Days:

1. Aug. 24
2. Oct. 12
3. Jan. 18

If there is a school cancellation, and a make-up day in this order has passed, the next make-up day in the sequence will be used.

***If additional Energy Days are necessary, days will be added to the end of the school year.**

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For information regarding civil rights or grievance procedures, contact the Title IX Coordinator or the Section 504 Coordinator at 6820 Market Street, Russell, PA 16345-3406, (814) 723-6900

ASSESSMENT SCHEDULE OVERVIEW

OVERVIEW OF DISTRICT ASSESSMENT SCHEDULE SCHOOL YEAR 2026-2027

(Subject to change)

August 2026

- A. Aug. 26- Sept. 11–DIBELS 8® Reading Assessments for Gr. K-5

September 2026

- B. Aug. 26- Sept. 11–DIBELS 8 Reading Assessments for Gr. K-5
- C. Sept. 2-18 – NWELA®
- D. Sept. 1- 11 – Math (Ready Benchmark Assessment® for Gr. K-5
- E. Sept. 23– ASVAB® EMIHS

October 2026

- F. Oct. 1- 30 – **OPTIONAL** CDTS® for ELA Gr. 6-8, Math Gr 6-8, Gr. 8 Science, Algebra, Literature, and Biology
- G. Oct. 5- 16 –ELA Firefly® Benchmark Assessment for Gr. 3-5
- H. Oct. 5- 16 –Science Firefly Benchmark Assessment for Gr. 5
- I. Oct. 6 & 7 – PSAT® WAHS
- J. Oct. 21 – PSAT EMIHS
- K. Oct. 22-Oct. 30- Marking Period 1 Common Assessments for Gr. 6-12 ELA, Gr. 6-12 Math, Gr. 6-12 Social Studies, Gr. 6-8 Science/Biology
- L. Oct. 28 – ACT® WAHS

II. November 2026

- A. Nov. 3-5– ASVAB WAHS

III. December 2026

- A. Dec. 8- 9– Keystone Exams® for Literature
- B. Dec.10-11– Keystone Exams for Algebra
- C. Dec. 13-16– Keystone Exams for Biology
- D. Dec. 14-Jan. 14 – DIBELS 8 Reading Assessments for Gr. K-5
- E. Dec. 14-Jan. 14 –ELA Firefly Benchmark Assessment for Gr. 3- 5
- F. Dec. 14-22 –Math (Ready Benchmark Assessment for Gr. K-5
- G. Dec. 14-Jan. 14 –Science Firefly Benchmark Assessment for Gr. 5

IV. January 2027

- A. Dec. 14-Jan. 14 – DIBELS 8 Reading Assessments for Gr. K-5
- B. Dec. 14-Jan. 14 –ELA Firefly Benchmark Assessment for Gr. 3-5
- C. Dec. 14-Jan. 14 –Science Firefly Benchmark Assessment for Gr. 5
- D. Jan. 4-29 – **OPTIONAL** CDTS for Gr 6-8 ELA, Gr. 6-8 Math, Gr 8 Science, Algebra, Literature and Biology
- E. Jan. 4-15 – NWELA
- F. Jan. 11-14– Semester Course Final Exams
- G. Jan. 11-22- Marking Period 2 Common Assessments for Gr. 6-12 ELA, Gr. 6-12 Math, Gr. 6-12 Social Studies, Gr. 6-8 Science/Biology
- H. Jan. 12– Citizenship Test Grade 12

V. February 2027

- A. Feb. 24 – ACT WAHS

VI. March 2027

- A. Gr. 12 NOCTI® End of Program Testing will begin this month through WCCC
- B. Mar. 9 – May 7– PASA®
- C. Mar. 16- Apr. 3 – **OPTIONAL** CDTS for Gr 6-8 ELA, Gr. 6-8 Math, Gr 8 Science, Algebra, Literature and Biology
- D. Mar. 24 – Apr. 1 Marking Period 3 Common Assessments for Gr. 6-12 ELA, Gr. 6-12 Math, Gr. 6-12 Social Studies, Gr. 6-8 Science/Biology
- E. Mar. 15®-24® Firefly ELA, Science

VII. April 2027

- A. Gr. 12 NOCTI End of Program Testing will continue this month through WCCC
- B. Mar. 15- Apr. 2 – **OPTIONAL** CDTS® for ELA Gr. 6-8, Math Gr 6-8, Gr. 8 Science, Algebra, Literature, and Biology
- C. Mar. 9 – May 7– PASA
- D. Apr. 27-29 – PSSA for English Language Arts Gr. 3-8

VIII. May 2027

- A. May 3 – Biology AP Exam
- B. May 4-5 PSSA for Math Gr. 3-8
- C. May 4–European History & United States Government and Politics AP Exam
- D. May 5 – English Literature and Composition & Physics 1 AP Exam
- E. May 6 – Chemistry AP Exam
- F. May 6-7 PSSA for Science Gr. 5 & 8
- G. Mar. 9 – May 7– PASA
- H. May 7–United States History AP Exam
- I. May 7– Digital Portfolios due for 3-D Art Design AP, Drawing AP
- J. May 10 – Calculus AB AP Exam
- K. May 11-20 – NWELA
- L. May 14-27 – DIBELS 8 Reading Assessments for Gr. K-5
- M. May 14- 27–Math (Ready Benchmark Assessment for Gr. K-5
- N. May 18-19 – Keystone Exams for Literature
- O. May 19 – Citizenship Test Grades 12
- P. May 20-21 - Keystone Exams for Algebra
- Q. May 24-25 - Keystone Exams for Biology
- R. May 26-27 – Grade 6 & 7 Math Placement Exams
- S. May 27 – June 3 Marking Period 4 Common Assessments for Gr. 6-12 ELA, Gr. 6-12 Math, Gr. 6-12 Social Studies, Gr. 6-8 Science/Biology

June 2027

- A. May 27 – June 3 Marking Period 4 Common Assessments for Gr. 6-12 ELA, Gr. 6-12 Math, Gr. 6-12 Social Studies, Gr. 6-8 Science/Biology

[#] ACT— Standardized test for college admission in English, Math, Reading, and Scientific reasoning

[#] ASVAB— Test used by the U.S. Military to assess aptitude and potential for success in various military occupations.

[#] CDTS – Provides diagnostic information for Reading, Math, Writing, and Science and for all Keystone exams

[#] DIBELS – Measures the acquisition of early literacy and math skills

[#] Finely— Computer adapted benchmark assessment

[#] Keystone – Exams developed by the state for Algebra I, Biology, and Literature, used to determine graduation eligibility

[#] iReady - Measures mathematical reasoning and fundamental skills

[#] NOCTI – National Occupational Competency Testing Institute

[#] NWELA– Northwest Evaluation Association

[#] PASA – Pennsylvania Alternate State Assessment

[#] PSAT – Standardized test that is a practice version of the SAT and potentially qualify for the National Merit Scholarship

[#] PSSA – Pennsylvania System of School Assessment

GRADE REPORTING SCHEDULE

2026-2027 GRADE REPORTING SCHEDULE

Grade Period Quarter	Mid-Point Progress Reports	Mid-Point Progress Reports Sent Home	End of Grading Period	Report Cards Sent Home
1 (43 days + 2 Act 80 day = 45 days)	September 22, 2026	September 29, 2026	October 26, 2026	November 2, 2026
2 (45 days)	December 2, 2026	December 9, 2026	January 14, 2027	January 21, 2027
3 (44 days + 1 Act 80 day = 45 days)	February 18, 2027	February 25, 2027	March 24, 2027	April 5, 2027
4 (45 days)	April 29, 2027	May 6, 2027	June 4, 2027	Discretion of Building Principal
Kindergarten, First & Second Grade students will not receive Mid-Point Progress Reports Senior grades are due by 12:00 pm on May 27, 2027				

EMERGENCY SCHOOL CLOSING, CANCELLATION, OR TWO HOUR DELAY

Guidelines for School Cancellations and Delays

Decision Making Timeline:

When extreme weather conditions are forecast, the decision can be made the preceding evening to give parents additional time to make necessary arrangements for their children. Under normal circumstances, the process of gathering relevant information begins at approximately 3:30 AM. Every effort is made to make decisions regarding delays by 5:15 AM. The decision to move forward with having school after a two-hour delay has to be made by 7:15 AM.

Notifications:

- WCSD and School Facebook Pages
- WCSD website – www.wcsdpa.org
- Local television and radio stations
- WCSD call blast
- Warren Times Observer app
- WCSD App (for those who have downloaded)

Reasons for Weather Related Delay or Cancellation:

- Temperature
- Road conditions
- Visibility
- Flooding or storm damage

Extreme Cold Guidelines:

- Actual temperatures are not a straightforward indicator of whether it is safe to be outside for a given period of time. In our climate, wind speed can make it feel much colder than is actually being recorded on the thermometer. The sustainability and direction of the wind also play a significant role in temperature.
- If the National Weather Service issues a Wind Chill Advisory and wind chill or “real feel” predictions are for temperatures of -24° or colder at 6:30 AM, a delay may be called.
- If the National Weather Service issues a Wind Chill Warning and wind chill or “real feel” predictions are for temperatures of -25° or colder at 6:30 AM, a delay is likely, and cancellation will be considered.
- Note that there may be warmer or cooler areas within the District. The District relies on the available temperature reports which may not reflect the conditions at your exact location.

Additional Information:

If unexpected road conditions arise once transportation of students begins, it is usually not possible to cancel or delay bus runs in progress. Each bus driver has the authority to determine whether a road is unsafe for travel or to abort a portion of a route.

When the temperatures are extreme, the school District transportation contractors report to work early to start the buses and warm them up to a safe operational temperature before departure.

Due to the size of the vehicle and their construction, buses will not be heated to the same temperature as your personal vehicle. Students should wear winter attire for their ride on the bus into school.

The District is prepared to conduct an early dismissal, but only in case of emergency. The District tries to avoid early dismissal as PennDOT works with the District in establishing schedules to have the roads clear for our normally scheduled dismissal at 3 p.m.

In the case of a weather delay or cancellation, transportation for non-public school students will follow the Warren County School District schedule. Non-Public and Charter schools have the right to call their own cancellations or delays.

Parents always have the responsibility for making decisions that are in the best interest of the health and safety of their own children. This includes decisions about sending a child to school when conditions are questionable.

The Superintendent will make a decision in the best interest of the District at large. Parents may decide to make a different decision for their own child based upon other factors such as age, health, attendance, academics, distance from the bus stop, road conditions unique to their area, bus stop waiting area, length of the bus ride, etc. In those situations, the School District will honor the decision of the parent who assesses the individual circumstance and acts accordingly.

While it is important to have students in school, on time, every scheduled day, the safety of each child is paramount. As the District makes every effort to preserve instructional time for its students, parents are urged to make the appropriate decision based on their own situation in order to preserve the health, safety, and welfare of their child.

TRANSPORTATION

Your child's safety is our primary concern.

Our Transportation Manager is Mr. Jeff Dougherty. Please call him if you have any questions regarding transportation. His phone number is 814-723-6900, option 8.

The school District wants your child's bus ride to be safe and enjoyable. Please review the Bus Rules and Regulations with your child found in section O and P under Discipline. The drivers will be reviewing the bus rules on the first day of transportation and this will help reinforce good student behavior. Your child's bus may be equipped with audio and visual recording devices per Policy 10220.

TRANSPORTATION PROCEDURE

Students will be transported from home/childcare facility to school and from school to Home/childcare facility within the student's assigned school attendance area. Students will be allowed one AM bus stop and one PM bus stop. Changes to the bus stop must be submitted to the Transportation department on a Transportation Change Request form with a parent/guardian signature.

CHANGE OF BUS IN EMERGENCY SITUATIONS

Warren County School District students shall ride their assigned bus. In the event of an emergency, changing a student's assigned bus or bus stop will be handled on a case-by-case basis. In the event a parent or guardian feels an emergency situation is present, the parent or guardian shall contact the building principal, who will then notify the transportation office of the emergency-based request. The District's Transportation Manager will determine whether the

situation constitutes an emergency and if the request can be accommodated. Further clarification of the procedure can be found in District Policy 5402.

SCHOOL BUS PROCEDURE

Behavior on the Bus

Bus drivers will explain expectations to students starting the first day of school. We encourage all parents to review these rules with their children to help instill the importance of safe and respectful bus behavior. Students should follow the directions of their bus driver. Students should sit front facing in their assigned seat. Students are not allowed to eat, drink, chew gum, bring tobacco products, alcohol or any controlled substance on the bus. Only items that will fit on a student's lap are allowed on the bus. Balloons, animals, sharp or dangerous objects, or hazardous materials are not allowed on the bus. Students should refrain from using loud voices, profanity, and/or obscene gestures and respect the rights and safety of others. School buses are a bully free zone. If a student brings an item on the bus that is a distraction or causing a disturbance on the bus, the bus driver has the right to confiscate the item (including cell phones, balls, noise makers, game devices, etc.). The item will be returned to the student at the end of the student's trip or will be given to the principal of the school at which the student attends.

Violations considered major offenses include but are not limited to drugs, fighting or intentionally trying to hurt someone, weapons or explosive devices, threats/bullying, sexual harassment, throwing items on or off the bus, etc. Please refer to Policy 10510 Discipline Code, Section 4, letters O and P for additional infractions and consequences.

BEHAVIOR ON SCHOOL TRANSPORTATION (MINOR OFFENSE)

Students must sit in assigned seats facing forward; student must follow driver's instruction and must refrain from pushing, hitting, creating unreasonable noise or distractions, opening windows against the driver's orders, placing hands or body out of window, harassment of persons outside the vehicle, or similar offenses that pose a hazard to the safety/welfare of other students, the driver, or persons outside the vehicle.

#1 Offense – Warning and parent will be notified

#2 Offense – 1- day suspension of riding privileges

#3 Offense – 3-day suspension of riding privileges

#4 Offense – 15-day suspension of riding privileges

#5 Offense – Suspension of riding privileges for the balance of the school year. (A review of the case will take place after 30 school days and will include a meeting with the building administrator, parents, student, and driver.)**

BEHAVIOR ON SCHOOL TRANSPORTATION (MAJOR OFFENSE)

Students shall refrain from fighting, damaging the vehicle, throwing objects out windows, opening any exit doors, or similar offenses that pose the threat of serious danger to the safety and welfare of students, the driver, or persons outside of the vehicle.

#1 Offense – Suspension of riding privileges for 3 to 30 days

#2 Offense – Suspension of riding privileges for a minimum of 30 days (A review of the case will take place after 10 school days and will include a meeting with the building administrator, parents, and driver.)**

#3 Offense – Suspension of riding privileges for the remainder of the school year. (A review of the case will take place after 30 school days and will include a meeting with the building administrator, parents, and driver.)**

Students will be held responsible for damage to any school bus.

****The review meeting will be an opportunity for students, parents, driver, and the building administrator to discuss the suspension. If the review reveals that the student/parents have developed an understanding of acceptable behavior, reinstatement of bus riding privileges could result. It will be the responsibility of the parent to contact their child's building administrator to schedule the review meeting.**

ANNUAL NOTICE OF PARENTS RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 ("eligible students") certain rights with respect to student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

No fee can be charged for the retrieval of education records. Should the parent request a copy of his/her child's education records, the Warren County School District will charge a copying fee of \$0.25 per page.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Warren County School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parent or eligible student may also write a statement outlining their objections to the record. This statement will be attached to the document in question and will remain in the student's file for the length of time that the document continues to be a part of the student's education record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request the District discloses education records without consent to officials of another school District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Please refer to WCSD Policy 10920 regarding Family Educational Rights & Privacy Act (FERPA).

ATTENDANCE AND TRUANCY

Enforcement of Policy and this Administrative Procedure

The Superintendent, or assigned designee, in coordination with the principal and school social worker shall be responsible for the implementation and enforcement of the policy and this associated administrative procedure.

Definitions

“Compulsory school age” shall mean the period of a child's life from the time the child enters school, which shall be no later than six (6) years of age, until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school (22 Pa. Code §11.13).

“Excessive absenteeism” shall mean a number of absences considered unreasonable and/or that would not be considered an “on track” level of absenteeism—and, even then, whether an absence would be considered excessive would depend on the circumstance. The term includes a child who falls within the early warning indicator status (a) sliding or (b) off track during two marking periods in any school year.

“Habitually truant” shall mean six (6) or more school days of unlawful absences during the current school year by a child subject to compulsory school attendance.

“Individualized Education Program” (IEP) shall mean a written statement for a child with a disability that is developed, reviewed, and revised in accordance with §§300.320 through 300.324.

“Multi-Disciplinary Team” shall mean a group of school district employees from different areas in order to discuss, identify, and plan interventions and services to support a child.

“Person in parental relation” shall mean a custodial biological or adoptive parent; noncustodial biological or adoptive parent; guardian of the person of a child; or person with whom a child lives and who is acting in a parental role of a child. This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

“School age” is the period of a child’s life from the earliest admission age to a school district’s kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of 21 years, whichever occurs first (22 Pa. Code §11.12).

“School-based or community-based attendance improvement program” shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

“Section 504” shall mean the regulatory provisions of Chapter 15 in Title 22 of the Pennsylvania Code (“Chapter 15”) to address a school district’s responsibility to comply with requirements of the Disabilities 504 of the Rehabilitation Act of 1973. These regulations protect otherwise qualified students with disabilities who have physical, mental, or health impairments from discrimination because of those impairments.

“Truant” shall mean having incurred three (3) or more school days of unlawful absences during the current school year by a child subject to compulsory school attendance.

“Unlawful Absence” shall mean the absence of a student of compulsory school age in which an approved excuse is not provided.

Notification of Policy and this Administrative Procedure

The Superintendent, or assigned designee, shall annually notify students, parents/guardians, and staff about the district’s policy and this associated administrative procedure through publication in the student handbook and on the website. Information regarding the policy and this associated administrative procedure may also be shared with Children and Youth Services (CYS), the Department of Human Services, local District Judges, and other agencies as may be necessary to effectively implement the policy and procedure.

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. A student shall be considered in attendance if present at any place where school is in session; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

The following students shall be excused from the requirements of attendance upon request and with the required approval:

- A. A child who is unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance. In such instance, a certification by a physician or submission of other satisfactory evidence must be provided and approved by PDE;
- B. A student enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught;
- C. A student attending college who is also enrolled part-time in the district;
- D. A student attending a home education program or private tutoring in accordance with applicable law;
- E. A 15 or 16 year old youth whose enrollment in private trade or business schools has been approved;

- F. A 14 or 15 year old youth who has completed the highest elementary grade and is engaged in farm work or private domestic service under duly issued permits; and
- G. A 16 or 17 year old youth that is regularly employed during the school session and holds a lawfully issued employment certificate. Regularly employed during the school session is defined as at least 30 hours per week (Monday through Friday) during the school day. The parent is responsible to complete the Pennsylvania Department of Education 16 & 18 Age Waiver form.

Excused Absences

The following constitute reasonable cause for absence from school and shall constitute an excused absence:

- A. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
- B. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
- C. Quarantine.
- D. Family emergency.
- E. Recovery from an accident.
- F. Required court attendance.
- G. Death in family.
- H. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written parental request.
- I. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
- J. Non-school-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent submits a written request for excusal prior to the absence;
 - b. The student's participation has been approved by the superintendent, or assigned designee; and
 - c. The adult directing and supervising the tour or trip is acceptable to the parents and the superintendent, or assigned designee.
- K. College or postsecondary institution visit, with prior approval from the principal.
- L. Other urgent reasons, which shall be strictly construed to not permit irregular attendance.

In order to ensure regular attendance, the principal may, at their discretion, limit the number and duration of non-school-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals

The following students may be temporarily excused from the requirements of attendance:

- A. A student receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the superintendent, when the excusal does not interfere with the student's regular program of studies.
- B. A student participating in a religious instruction program, if the following conditions are met:
 - a. The parent submits a written request for excusal that identifies and describes the instruction and the dates and hours of instruction;
 - b. The student does not miss more than 36 hours per school year in order to attend classes for religious instruction; and
 - c. Following each absence, the parent submits a statement attesting that the student attended the instruction and the dates and hours of attendance.
- C. Temporary excusals due to illness or other urgent reasons (Pa. Code §11.25):
 - a. A principal or teacher may, upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, excuse a student for nonattendance during a temporary period, but the term "urgent reasons" shall be strictly construed and does not permit irregular attendance. A school district shall adopt rules and procedures governing temporary excusals that may be granted by principals and teachers under this section. Temporary excusals may not exceed three months.
 - b. A school district, area vocational technical school, charter or independent school may provide students temporarily excused under this section with homebound instruction for a period not to exceed three months. A school district, area vocational technical school, charter or independent school may request approval from the Department to extend the provision of homebound instruction, which shall be reevaluated every three months. When a student receives homebound instruction, the student may be counted for attendance purposes as if in school. A school district shall be reimbursed for homebound instruction provided to a student under section 2510.1 of the Public School Code of 1949 (24 P. S. §25-2510.1).

Excuses for Absences

During each school year, absences must be verified by a written parental excuse. Parents may send an excuse using a verified email address (e.g., parent email address is provided to school as a 'contact'). A maximum of 10 days of absences in a school year may be verified by a written parental excuse.

The district will assign a medical notice when a student accumulates 10 days of absences in a school year with a parental excuse and/or student attendance meets the definition of excessive absenteeism.

Absences related to a health pandemic or other known health related matter will be excluded from the process of assigning medical notice and/or the Early Warning Indicator intervention process.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, which must be submitted within three school days of the absence.

Unlawful Absences

Any absence that does not meet the preceding criteria for an excused absence shall be considered an unlawful absence, with the understanding that an out-of-school suspension may not be considered an unlawful absence. If an excuse is not submitted within three school days of an absence, the absence shall be considered an unlawful absence.

Notification of Unlawful Absences

District staff shall provide notice to the person in parental relation of each unlawful absence through the district's parental access system or through other means deemed appropriate by the district. The district has unlawful parent notice letters available for the first and second unexcused absence, these templates may be used at the discretion of the administration.

Enforcement of Compulsory Attendance Requirements and Truancy

A. Unlawful Absences

A student shall be considered truant when they have three or more school days of unlawful absences **during the current school year**. When a student is truant, the principal shall provide written notice (in a manner in which receipt can be confirmed) to the person in parental relation who resides in the same household as the student within 10 school days of the student's third unlawful absence. The Multi Disciplinary Team will provide written notice for a School Attendance Improvement Conference. The written notice shall:

- a. be in the mode and language of communication preferred by the person in parental relation;
- b. include a description of the consequences if the student becomes habitually truant; and
- c. when transmitted to a person who is not the biological or adoptive parent, be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the district and the parent is not precluded from receiving the information by court order.

B. Early Warning Indicator Interventions

The administrator shall initiate a Multi Disciplinary Team referral or IEP-R/504-R when a child accumulates the listed threshold of absences in the sliding status.

Status	Threshold: Number of Days Absent per Marking Period
Off Track	5 days
Sliding	3-5 days
On Track	2 days or less

** The school may exclude absences related to a health pandemic and/or an ongoing health matter that is accommodated via a Individualized Healthcare Plan, 504 Service Plan, or IEP from the **sliding** status count.*

C. School Attendance Improvement Conference

The principal will facilitate the School Attendance Improvement Conference (SAIC) process. There is no legal mandate as to how quickly the SAIC must be held. As a matter of best practice, the SAIC should be held as soon as possible in an effort to prevent additional absences from accruing. The purpose of the SAIC is to analyze the student's absences and reasons for the absences in an effort to improve attendance. The following individuals shall be invited to the SAIC:

- a. student;
- b. student's person in parental relation;
- c. any other individuals identified by the person in parental relation who may be a resource;
- d. appropriate school personnel; and
- e. appropriate service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC must occur even if the student and/or the person in parental relation declines to participate in, or fails to attend, the scheduled conference.

The outcome of the SAIC shall be documented in a Multi-Disciplinary Team intervention plan or Section 504 service plan as a School Attendance Improvement Plan (SAIP).

If truancy is a manifestation of the disability, or thought to be a manifest, the principal will notify the special education supervisor. The IEP team will review truancy and determine if it is a manifest –

- a. if it is a manifest, the IEP will document the SAIC; and
- b. if it is not a manifest, the SAIC will remain a stand alone intervention plan.

The SAIP shall:

- a. identify the cause(s) of the absences;
- b. include steps designed to prevent further absences;
- c. be retained in the student's B-file; and
- d. be provided to the person in parental relation, the student, and appropriate district staff as permitted by FERPA.

The district may not take legal action to address unlawful absences by filing a citation with the District Judge or otherwise, until after the date of the scheduled SAIC.

District Actions when a Student is Habitually Truant

A student shall be considered habitually truant when there are six or more school days of unlawful absences during the current school year.

When a student **under age 15** is habitually truant, district staff shall:

- A. refer the student:

- a. to a school-based or community-based attendance improvement program; or
- b. to the local children and youth agency; and
- B. file a citation with the appropriate District Judge against the person in parental relation who resides in the same household as the student. When a student is under 15, a citation cannot be filed against the student.
- C. Provide notification that a habitually truant child may not transfer, during the school year, to a cyber charter school, unless a judge determines that the transfer is in the best interest of the child.

When a student that is **age 15 or older** is habitually truant, district staff shall:

- A. refer the student to a school-based or community-based attendance improvement program; or
- B. file a citation with the appropriate District Judge against the youth or person in parental relation who resides in the same household as the student.
- C. Provide notification that a habitually truant child may not transfer, during the school year, to a cyber charter school, unless a judge determines that the transfer is in the best interest of the child.

The school may also refer the student to the local children and youth agency if the student continues to incur additional unlawful absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when the school refers a habitually truant student to the local children and youth agency or files a citation with the appropriate District Judge, the district shall provide verification to agency and/or District Judge that the district held a SAIC.

Cumulative Absences

Students whose names are on the active membership role, who are absent from school at any time during the school year for ten consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs (22 Pa. Code §11.24):

- A. The district has been provided with evidence that the absence may be legally excused.
- B. Compulsory attendance prosecution has been or is being pursued.

Standard disenrollment procedures do not apply when a student with an IEP has been absent for 10 consecutive days. Instead, schools must comply with the procedures required by IDEA and 22 Pa. Code Chapter 14 when disenrolling a student with an IEP.

Charter schools or cyber charter schools that drop students from their membership rolls must immediately inform the student's school district of residence.

Filing a Citation

When a citation is filed, it shall be filed with the District Judge whose jurisdiction includes the school in which the student is, or should be, enrolled and shall include verification that the required SAIC was held. To the extent possible, the district must inform the District Judge of any

prior truancy conviction of the child or the person in parental relation. Records such as the child's attendance records, the truancy notice that was sent after the child accrued three unlawful absences, the SAIP, etc., should also be presented at the District Judge proceeding.

A citation may not be filed if (i) an existing citation is pending (additional citations cannot be filed until a judgment has been entered on a pending citation; however the school may add additional dates to an open complaint); (ii) a referral for services has been made to a children and youth agency, the agency has not closed the case, and the district has not consulted with the agency prior to filing the citation; (iii) or a dependency petition has been filed and the juvenile court still has jurisdiction.

The district must prove beyond a reasonable doubt that the child was habitually truant. The person in parental relation has an affirmative defense to a citation if the person in parental relation can establish that they took every reasonable step to ensure the attendance of the child.

Penalties if a Citation Results in a Conviction

If the issuance of a citation against a child that is 15 or older results in a conviction, the child may be sentenced to (i) pay a fine of up to \$300, plus Court costs; (ii) perform community services; or (iii) complete an appropriate course or program designed to improve school attendance which has been approved by the President Judge of the Warren County Court of Common Pleas. The court may also revoke the child's driving privileges. At its discretion, the court may suspend the sentence and may waive fines if the child attends school in accordance with a plan approved by the court. There is also a procedure through which a student can petition the court to restore driving privileges or to expunge a conviction. The law does not allow for the child to be jailed under any circumstances.

If the issuance of a citation against a person in parental relation results in a conviction, the person in parental relation may be sentenced to (i) pay a fine of up to \$300 for a first offense (up to \$500 for a second offense and up to \$750 for a third offense), plus court costs; (ii) perform community services; or (iii) complete an appropriate course or program designed to improve school attendance which has been approved by the President Judge of the Warren County Court of Common Pleas. At its discretion, the court may suspend the sentence and may waive fines if the child attends school in accordance with a plan approved by the court. A person in parental relation may only be jailed if he or she fails to satisfy a penalty that is imposed by the court.

Special Needs and Accommodations

If a truant or habitually truant student receives special education services, the special education supervisor shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations, and district policy.

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment, or transfer to an alternative education for disruptive youth (AEDY) program for truancy.

Tests, Assignments, and Other Work Missed During an Excused OR Unlawful Absence

Each teacher should adhere to the period of time indicated below as a minimum. Furthermore, each teacher has the discretion to extend the established minimum time in which a student that has an absence must complete and submit any test, assignment, or other work missed because of the absence(s). The student shall receive a zero for any test, assignment, or other work that the student fails to complete and submit within the required period of time (items 1, 2, 3 & 4) unless the teacher designates an extension of time.

A student shall also be afforded the opportunity to make up any tests, assignments, or other work that is missed on a day that the student has an absence, as follows:

- A. If a student has an absence for part of the school day but comes to school for the remainder of the school day, any tests must be made up the same day and any assignment or other work that is missed must be completed and submitted to the teacher(s) the following school day.
- B. If a student has an absence for part of the school day and does not return to school for the remainder of the school day, any test, assignment, or other work that is missed must be completed and submitted to the teacher(s) the following school day.
- C. If a student has an absence for an entire school day and returns to school the following school day, any test, assignment, or other work that is missed must be completed and submitted to the teacher(s) the following school day. For example, if a student is absent Thursday and returns to school on Friday, all assignments are due on Monday.
- D. If a student has absences on consecutive school days, any test, assignment, or other work that is missed must be completed and submitted to the teacher(s) within the same number of school days that the student was absent. For example, if a student has excused and/or unlawful absences for three consecutive school days, upon return to school, the student shall have three school days to complete any missed test, assignment, or other work.

Class Participation Grading Component

A teacher, at their discretion, may use a class participation grading component which may be influenced by absences. Except for physical education/gym and the Warren County Career Center, any such class participation grading component shall not account for more than 10% of the student's overall grade. Class participation grades occurring on dates of excused absence shall be excused.

Charter and Cyber Charter Enforcement

Charter schools and cyber charter schools (i) are responsible for all obligations and discretionary actions (including, but not limited to, the filing of citations) associated with truancy, habitual truancy, and compulsory attendance; (ii) must develop policies that address unlawful absences; and (iii) must report unlawful absences directly to PDE annually.

Students who have been identified as Habitually Truant may not transfer, during the school year, to a cyber charter school, unless a judge determines that the transfer is in the best interest of the child.

Nonpublic/Private School Enforcement

Each nonpublic/private school must establish an attendance policy designed to accurately determine when a child has an unlawful absence. The responsibilities of the nonpublic/private school and the school district of resident when students attending nonpublic/private schools are

involved are detailed in the chart that is included as part of PDE’s Basic Education Circular (BEC) entitled “Compulsory School Attendance, Unlawful Absences, and SAIC” and that is attached hereto as Appendix A & B.

APPENDIX A

Accurate monitoring and tracking of excused and unlawful absences. 24 P.S. §13-1327.3 Primary responsibility.	Accurate monitoring and tracking of excused and unlawful absences. 22 Pa. Code §11.41 Defer to nonpublic school.
Written notification to person in parental relation of violation of compulsory attendance at the third unlawful absence. 24 P.S. § 13-1333(a) Collaborative responsibility with school district, i.e., should send notification with copy to the school district.	Written notification to person in parental relation of violation of compulsory attendance at the third unlawful absence. 24 P.S. §13-1333(a) Collaborative responsibility with nonpublic school, i.e., may consider notification sent by nonpublic school as sufficient.
Offer and convene School Attendance Improvement Conference. 24 P.S. §13-1333(b) Collaborative responsibility with school district, i.e., should send notification with copy to the school district; convene conference with school district as optional participant.	Offer and convene School Attendance Improvement Conference. 24 P.S. §13-1333(b) Collaborative responsibility with nonpublic school, i.e., may defer to notification sent and conference convened by nonpublic school, and participant at its option.
Refer child to (a) school-based or community based attendance improvement program or (b) county children and youth agency for disposition as a dependent child. 24 P.S. §13-1333.1(a)(1) Collaborate with the school district regarding attendance improvement programs. Nonpublic school must cooperate and Participate to the extent requested by the school district. Juvenile dependency referrals should be coordinated through the school district.	Refer child to (a) school-based or community based attendance improvement program or (b) county children and youth agency for disposition as a dependent child. 24 P.S. §13-1333.1(a)(1). Primary responsibility for attendance improvement program and juvenile dependency referrals. Nonpublic school must cooperate and participate to the extent requested by the school district.
File truancy citation with appropriate MDJ. 24 P.S. §13-1333.1(a)(2), (b). Refer to school district. Nonpublic school must cooperate and participate in the truancy citation proceeding to the extent requested by the school district.	File truancy citation with appropriate MDJ. 24 P.S. §§13-1333.1(a)(2), (b); 24 P.S. §13-1341. Primary responsibility. Nonpublic school must cooperate and participate in the truancy citation proceeding to the extent requested by the school district.
Following school-based or community based attendance improvement program, refer child to county children and youth agency for disposition as a dependent child. 24 P.S. § 13-1333.1(c). Refer to school district. Nonpublic school must cooperate and participate to the extent requested by the school district.	Following school-based or community based attendance improvement program, refer child to county children and youth agency for disposition as a dependent child. 24 P.S. § 13-1333.1(c) Primary responsibility. Nonpublic school must cooperate and participate to the extent requested by the school district.

LATE ARRIVALS

Beginning of the school day – 10:00a.m.

Any student arriving during this time is late. The student will be excused or unexcused, depending on the reason for the late arrival.

10:01 a.m. - 1:00 p.m.

Any student arriving during this period is marked absent ½ day a.m.

1:01 PM

Any student arriving after 1:00 p.m. is marked absent the entire day.

LEAVING SCHOOL EARLY

Beginning of the school day – 10:00 a.m.

Any student leaving during this time period is marked absent for the entire day.

10:01 AM - 1:00 p.m.

Any student leaving during this time period is marked absent for 1/2 day p.m.

1:01 p.m.

Any student leaving after 1:00 p.m. is not marked absent.

In order to protect the health and safety of District students and employees occupying school buildings (from weapons, drugs, etc.), if a student leaves school without the District's permission during the school day, the student shall not be permitted to re-enter the school until the following school day. If the student attempts to re-enter school on the same day, the student shall be sent home and any marked absence shall be considered an excused absence. If the student does not attempt to re-enter school on the same day, any marked absence shall be considered an excused absence. If the student is protected under the IDEA, the IDEA and its associated regulations shall govern and control whether the student is permitted to re-enter school.

STATE STUDENT RIGHTS AND RESPONSIBILITIES

For a listing of the State Student Rights and Responsibilities, please access the following website: <http://www.pacode.com/secure/data/022/chapter12/chap12toc.html>. A portion of the code is included below.

Suspensions and Expulsions

- a) Reasons for exclusion from school shall include items such as, but not limited to:
persistent disruption of classes; insubordination; violence; smoking or other use of tobacco; assault; vandalism; disruption on school buses or at school activities; dangerous

or illegal acts; violation of the rights of other; possession, use or involvement with alcohol or drugs including marijuana on school property or at school activities or on the way to and from school under Section 1317 of the School Laws of Pennsylvania; willful violation of Student Responsibilities as defined by the State Board of Education, September 13, 1974.

- b) Implementation of Section 1318 of School Laws of Pennsylvania shall be accomplished in the Warren County School District as follows:
- 1) A temporary suspension shall be defined as “not more than three (3) consecutive school days.”
 - 2) The administrator making the suspension shall:
 - a. hold a preliminary hearing with the student.
 - b. immediately attempt to notify the parent or guardian by telephone.
 - c. immediately notify the Superintendent’s office;
 - d. confirm notification to parent or guardian in writing, stating the reason for suspension and the date of re-admittance for the suspended pupil.
 - e. furnish the Superintendent a complete anecdotal record of the incident.
 - 3) No temporarily suspended pupil shall be removed from the rolls unless permanently expelled as prescribed in Section 1318 of the School Laws of Pennsylvania.
 - 4) Three (3) suspensions of any individual pupil in a single school term shall result in an automatic recommendation by the administrator to the Superintendent for expulsion of said pupil. However, this shall not deter the principal from recommending the expulsion of pupil on first offense. The judgment of the principal in weighing the gravity of the offense shall accompany the recommendation for either suspension or expulsion.
 - 5) “Full Suspension” shall mean exclusion from school for an offense for a period of up to ten (10) school days. A temporary suspension may be followed by a full suspension for the same offense, provided that the ten (10) school day limitation is not exceeded. Temporary or full suspension may not be cumulated or made to run consecutively beyond this 10 school day limitation.
 - 6) The maximum period a student may be suspended for an offense shall not exceed 10 school days. A temporary suspension may be followed by a full suspension for the same offense, provided that the 10 school days limitation is not exceeded. Temporary or full suspension may not be cumulated or made to run consecutively beyond this 10 school day limitation.

In the case of recalcitrant pupil(s) whose behavior is a hindrance to the proper conduct of the school, and wherein the principal has exhausted all possible means of improving the conduct and attitude of said pupil(s), it shall be the responsibility of the principal to recommend to the Superintendent that said pupil(s) be expelled. The Superintendent shall then report such requests

to the Warren County School District Board of School Directors for further action under Section 1318 of the School Laws of Pennsylvania.

DISCIPLINE CODE – POLICY 10510

1. To provide a safe and effective learning environment, the District must maintain discipline in the face of student misconduct. This policy is intended to provide a general outline and code for the manner in which discipline will be handled. The student is reminded that this does not stand alone. Other District policy sections also relate to student conduct, including but not limited to the student search policy and the co-curricular activities policy.

The District acknowledges that student discipline (including suspensions and expulsions) is governed by Title 22, Chapter 12 of the Pennsylvania Code. It is the District's policy that all discipline (and specifically suspensions and expulsions) shall be administered in accordance with Title 22, Chapter 12 of the Pennsylvania Code, which is incorporated herein by reference.

2. SCOPE OF THIS DISCIPLINE CODE

This code will govern behavior and circumstances occurring during school or school sponsored activities, when a student is under the supervision of the school, on District property (when there is a nexus to the school day or a school sponsored activity; or the conduct causes a substantial disruption to the operation of the school, or the administration reasonably anticipates the conduct is likely to cause a substantial disruption to the operation of the school), and during the time necessarily spent going to or returning from school or school sponsored activities. Additionally, this policy may apply to conduct not occurring during school or school sponsored activities, when a student is under the supervision of the school, on District property, or during the time necessarily spent going to or returning from school or school sponsored activities, if the conduct causes a substantial disruption to the operation of the school, or the administration reasonably anticipates that the conduct is likely to cause a substantial disruption to the operation of the school.

This code gives a general description as to the consequences the District will impose through its system of discipline. The student should be aware, in addition to the consequences of this code, the student may also be subject to criminal prosecution for misconduct rising to the criminal level.

3. HOW TO UNDERSTAND THIS CODE

Described in the paragraphs below are general categories of misconduct. For the most part, these categories are described in one or two words; the categories are intended to be very general in nature and broad in their scope. When a student is disciplined for

misconduct, the consequence of the misconduct will usually be the consequence(s) set forth in numerical order under the applicable general category. When more than one category applies, the District may impose discipline under the category or categories it believes most applicable.

The discipline outlined herein will be carried out in accordance with the laws of Pennsylvania. However, this code cannot anticipate every possible circumstance or type of misconduct. Therefore, this code is intended to serve as a general guide applicable to most, but not all situations. For certain infractions, it is explicitly stated that discipline greater than or less than the identified discipline can be imposed. However, even if not explicitly stated, greater or lesser discipline, alternative referrals, or other alternatives or action not necessarily set forth herein may be taken or imposed, depending upon the circumstance of the infraction.

The student must be aware the District cannot police every instance of misconduct. Because the District does not impose discipline upon a student for misconduct is no reason to believe the District will not impose discipline for the same misconduct the next time it occurs. When two or more students are involved in misconduct, the fact the District does not impose discipline upon one of those students is no reason to believe the District will not impose discipline upon the other student(s).

In addition to the discipline described below, the student is advised the District may also confiscate any items used in association with misconduct (such as tobacco, cheat sheets, weapons, diskettes, beepers, telephone, alcohol, etc.). The student is also advised that student misconduct will also result in police notification if, at the District's discretion, the misconduct rises to the level of criminal behavior or if police notification is required by law.

From time to time the consequences listed below include the phrase "or other disciplinary action". This phrase is intended to include suspension, expulsion, or referral to the hearing officer. Other disciplinary measures, including but not necessarily limited to detention, community service, restitution, educational project, letters of apology, and/or referrals for counseling or to a Student Assistance Program (SAP), may be substituted for and/or added to the consequences described below at the discretion of the building administrator.

If the duration of a suspension or expulsion continues through the last day of the school year in which the student will graduate, the building administrator will review the case to determine participation in graduation.

For any violation of this policy involving an Act 26 weapon offense or an expulsion, a Stipulation of Discipline may be used if is recommended by the Superintendent, signed by the parents/guardians, and approved by the Board.

Students receiving special education services will be disciplined under this policy, subject to the requirements of State and Federal guidelines. The Board hereby authorizes the Superintendent or his/her designee to develop administrative procedures with respect to the discipline of students receiving special education services.

4. MISCONDUCT GOVERNED BY THIS POLICY

A. ASSIGNMENT CUTS

1. Assignment Cut (class, study hall, lunch, etc.).

#1 Offense – Student/principal conference and/or disciplinary action.

#2 Offense – Student/parent/principal conference and/or disciplinary action.

#3 Offense – One (1) day in-school suspension.

#4 Offense – Two (2) days in-school suspension.

#5 and Subsequent Offenses – Three (3) to ten (10) days in-school suspension.

2. Assignment Cut that Involves Leaving School Without Permission.

For an assignment cut that involves leaving school without permission during the school day, the preceding shall not apply, and the conduct shall be governed by Section W of this policy.

A student may not be expelled, receive an out-of- school suspension, or be reassigned or transferred to an alternative education for disruptive youth (AEDY) program for truant behavior.

B. INSUBORDINATION – DISRESPECT

Category I

Refusal to comply with a directive given by an employee of the District, when such refusal does not create a substantial disruption to the school environment or degrade a District employee. Examples may include but are not limited to sleeping in class, not sitting down when asked, and refusing to do work.

#1 Offense – Warning.

#2 Offense – Warning and parents will be notified.

#3 Offense – Student/parent/principal conference and/or other disciplinary action.

#4 Offense – One (1) to three (3) days suspension.

#5 and Subsequent Offenses – Three (3) to ten (10) days suspension and referral to the hearing officer if expulsion is the recommended discipline

Category II

Refusal to comply with a directive given by an employee of the District when such refusal creates a substantial disruption to the school environment or degrades a District employee.

#1 Offense – Student/parent/teacher conference and/or other disciplinary action.

#2 Offense – One (1) day suspension.

#3 Offense – One (1) to three (3) days suspension.

#4 and Subsequent Offenses – Three (3) to ten (10) days suspension and referral to the hearing officer if expulsion is the recommended discipline.

Any act of disrespect by a student towards a District employee or an affiliate of the District, or towards any such person's property which occurs at any time and which is linked to that individual's association with the District will be subject to disciplinary action according to this subsection.

C. DISRUPTIVE BEHAVIOR

#1 Offense – Student/principal conference and/or other disciplinary action.

#2 Offense – Student/parent/principal conference and/or other disciplinary action.

#3 Offense – One (1) day suspension

#4 Offense – One (1) to three (3) days suspension.

#5 and Subsequent Offenses – Three (3) to ten (10) days suspension and referral to the hearing officer if expulsion is the recommended discipline.

D. USE, POSSESSION, OR DISTRIBUTION OF A TOBACCO PRODUCT

The term "tobacco product," as defined by state law, includes any of the following:

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 it is sold separately.

#1 Offense – Three (3) day suspension.

#2 Offense – Ten (10) day suspension

#3 and Subsequent Offenses – Ten (10) day suspension and referral to the hearing officer if expulsion is the recommended discipline.

Greater Discipline, including an expulsion for a first or second offense, may be imposed based on factors including, but not limited to, the type of substance or device involved (i.e. whether the substance or device falls under Section E of this Discipline Code), the quantity of the substance or devices involved, and whether the violation involves distribution to other students.

E. ALCOHOL AND DRUGS

Students are prohibited from using, being under the influence of, possessing or transporting, or dispensing (by sale or gift) any of the following during school or school sponsored activities, when a student is under the supervision of the school, on District property, or during the time necessarily spent going to or returning from school or school sponsored activities:

1. Alcoholic or malt beverage.
2. Any substance regarded as controlled or illegal under the laws of the Commonwealth of Pennsylvania
3. Any look-alike substance intended to mimic any substance described in the preceding sentence.
4. Any mechanical device (such as pot pipe, syringe, or needle) capable of utilization for taking any substance regarded as controlled or illegal.
5. Any other medication – For purposes of this section, the term “medication” shall include all prescription and non-prescription/over-the-counter medications.
6. Any other substance capable of causing or taken for the purpose of achieving a “high” or other altered state.

Nothing in this section is intended to discipline or punish any student who is in proper possession of or who properly utilizes medication or a mechanical device in accordance with the District's "Administration of Medications" policy. Any violation of this section will result in notification of parents or guardians. For any violation of this section concerning usage, being under the Influence, possession, or transportation of alcohol or drugs (as defined in items 1 through 6 listed above), a student will be subject to the following discipline:

#1 Offense – Suspension for 3 to 10 school days and referral to the hearing officer if expulsion is the recommended discipline; required parental conference; and referral to Student Assistance Program.

#2 and Subsequent Offenses – Suspension for 10 school days; referral to the hearing officer if expulsion is the recommended discipline. A parent conference will also be required, and intervention/ assistance will be provided through either a referral to a school-designated drug counselor or a referral to an appropriate drug and alcohol program.

If a student is expelled for a drug and alcohol violation, the Board shall require, prior to readmission, that the student provides sufficient evidence (to the District's satisfaction) that the student has received appropriate intervention/assistance relative to the drug and/or alcohol violation.

F. FIGHTING

#1 Offense – One (1) day suspension.

#2 Offense – Three (3) days suspension.

#3 and Subsequent Offenses – Three (3) to ten (10) days suspension and referral to the hearing officer if expulsion is the recommended discipline.

G. POSSESSION OF A WEAPON* (knife, gun, martial arts items, explosives, etc.).

a. Weapon defined: "Weapon" for the purpose of this policy "shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, rifle, or any other tool, instrument, or implement capable of inflicting personal bodily injury."*

b. Discipline defined: For any violation of this section, a student may be suspended and (unless a Stipulation of Discipline is recommended by the Superintendent, signed by the parents//guardians, and approved by the Board shall be referred to the hearing officer for an expulsion hearing in accordance with Act 26. Act 26 generally provides that the District "shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto, is in possession of, or uses a weapon on any school property, any school sponsored activity, or any public conveyance providing transportation to a school or school

sponsored activity.” The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. Any violation of the District’s weapons policy shall also result in a required parental conference and a required referral to the Student Assistance Program.

- c. The provisions of this policy shall not apply to the following:
 - i. a weapon being used as a part of a program by a school or by an individual who is participating in the program; or
 - ii. a weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.”
- d. All provisions of Act 26 of 1995 will be applicable in the administration of this policy.

H. TARDINESS TO AN ASSIGNMENT (class, study hall, lunch, etc.).

- #1 Offense – Teacher records tardy and counsels student.
- #2 Offense – Teacher records tardy and counsels student. Teacher initiates a warning letter to the parent with a building administrator co-signing the letter.
- #3 Offense – Teacher refers student to the guidance counselor/building administrator who initiates a letter to the parents.
- #4 Offense – Principal/student/parent conference and detention.
- #5 and Subsequent Offenses – In-school suspension for up to ten (10) school days.

If tardiness is the result of leaving school without permission during the school day, the preceding shall not apply, and the conduct shall be governed by Section W of this Policy.

A student may not be expelled, receive an out-of-school suspension, or be reassigned or transferred to an alternative education for disruptive youth (AEDY) program for truant behavior.

I. FORGERY OF A SIGNATURE OR ALTERATION OF A DOCUMENT

- #1 Offense – Conference and/or other disciplinary action.
- #2 Offense – One (1) to three (3) days suspension.
- #3 Offense – Three (3) to ten (10) days suspension.
- #4 and Subsequent Offenses – Three (3) to ten (10) days suspension and referral to the hearing officer if expulsion is the recommended discipline.

J. STEALING OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS

- #1 Offense – conference and up to three (3) days suspension.
- #2 Offense – One (1) to ten (10) days suspension.

#3 Offense – Three (3) to ten (10) days suspension.

#4 and Subsequent Offenses – Three (3) to ten (10) days suspension and referral to the hearing officer if expulsion is the recommended discipline.

Restitution must be made in each case.

K. STUDENT HARRASSMENT

#1 Offense – Student/principal conference and/or other disciplinary action.

#2 Offense – Student/parent/principal conference and/or other disciplinary action.

#3 Offense – One (1) to three (3) days suspension.

#4 Offense – Three (3) to ten (10) days suspension.

#5 and Subsequent Offenses – Three (3) to ten (10) days suspension and referral to the hearing officer if expulsion is the recommended discipline

L. BULLYING

Bullying defined: An intentional electronic, written, verbal, or physical act or series of acts directed at another student or students that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. causing substantial interference with a student's education;
2. creating a threatening environment.
3. causing substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying.

The Board prohibits all forms of bullying by students.

Students who have been bullied should promptly report such incidents to the principal.

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.

The District may develop and implement bullying prevention and intervention programs and shall annually provide the required information on bullying as a part of the Safe School Report.

The Superintendent or designee shall ensure that this bullying policy is reviewed annually with students. The Superintendent or his/her designee, in cooperation with other appropriate administrators, shall review this bullying policy every three (3) years and shall recommend necessary revisions to the Board.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the District website, if available.

#1 Offense – Student/principal conference and/or other disciplinary action.

#2 Offense – Student/parent/principal conference and/or other disciplinary action.

#3 Offense – One (1) to three (3) days suspension; counseling within the school.

#4 Offense – Three (3) to ten (10) days suspension; counseling within the school.

#5 and Subsequent Offenses – Three (3) to ten (10) days suspension and referral to the hearing officer if expulsion is the recommended discipline.

Transfer to another school building, classroom, or school bus may also be imposed if deemed necessary by the building administrator.

M. HAZING

Any student violating Policy 10960 (with respect to hazing) shall be subject to discipline which may include, but is not limited to, suspension, referral to the Hearing Officer (if expulsion is the recommended discipline), or temporary or permanent removal from the sport (or other school sponsored activity) during which the hazing occurred. Depending on the nature of the infraction, a student/parent/principal conference and/or counseling within the school may also be required.

N. FAILURE TO BRING AN EXCUSE TO SCHOOL WITHIN THREE (3) DAYS OF ABSENCE

a. Such absences will be recorded as unexcused.

b. In certain circumstances the building administrator may grant an extension of time for an excuse to be brought.

O. DEFACING OR DAMAGING SCHOOL PROPERTY OR PROPERTY OF ANOTHER

One (1) to ten (10) days suspension – Possible referral to the hearing officer if expulsion is the recommended discipline because there has been intentional, negligent, or careless defacing, damaging, or desecration of property by a student. In addition to the foregoing, the building administrator or hearing officer may impose upon the student the responsibility of reimbursing the owner for the cost of repair or replacement of the property damaged.

P. UNAUTHORIZED OR IMPROPER USE OF A MOTOR VEHICLE IN VIOLATION OF POLICY 10515

- #1 Offense – Loss of driving privileges for ten (10) to thirty (30) school days.
- #2 Offense – One (1) day suspension + loss of driving privileges for thirty (30) school days.
- #3 and Subsequent Offenses – Three (3) days suspension + loss of driving privileges for the remainder of the school year.

Q. BEHAVIOR ON SCHOOL TRANSPORTATION (MINOR OFFENSE)

Students must sit in assigned seats facing forward; student must follow driver's instruction and must refrain from pushing, hitting, creating unreasonable noise or distractions, opening windows against the driver's orders, placing hands or body out of window, harassment of persons outside the vehicle, or similar offenses that pose a hazard to the safety/welfare of other students, the driver, or persons outside the vehicle.

- #1 Offense – Warning and parent will be notified.
- #2 Offense – One (1) day suspension of riding privileges.
- #3 Offense – Three (3) day suspension of riding privileges.
- #4 Offense – Fifteen (15) day suspension of riding privileges.
- #5 and Subsequent Offenses – Suspension of riding privileges for the balance of the school year. (A review of the case will take place after thirty (30) school days and will include a meeting with the building administrator, parents, student, and driver.)**

R. BEHAVIOR ON SCHOOL TRANSPORTATION (MAJOR OFFENSE)

Students shall refrain from fighting, damaging the vehicle, throwing objects out windows, opening any exit doors, or similar offenses that pose the threat of serious danger to the safety and welfare of students, the driver, or persons outside of the vehicle.

- #1 Offense – Suspension of riding privileges for three (3) to thirty (30) days
- #2 Offense – Suspension of riding privileges for a minimum of thirty (30) days (A review of the case will take place after ten (10) school days and will include a meeting with the building administrator, parents, and driver.)**
- #3 and Subsequent Offenses – Suspension of riding privileges for the remainder of the school year. A review of the case will take place after thirty (30) school days and will include a meeting with the building administrator, parents, and driver. **

Students will be held responsible for damage to any school bus.

**The review meeting will be an opportunity for the student, parents, driver, and the building administrator to discuss the suspension. If the review reveals that the student/parents have developed an understanding of acceptable behavior, reinstatement of bus riding privileges could result. It will be the responsibility of

the parent to contact their child's building administrator to schedule the review meeting.

S. MISCELLANEOUS INAPPROPRIATE BEHAVIOR

Any student who engages in inappropriate behavior, not otherwise specifically addressed in this code, including but not limited to self-destructive behavior, behavior which may be harmful to others or the property of others, or other behavior which negatively reflects the values of this discipline code or the philosophy, goals, and aims of the District, will be subject to suspension or other disciplinary action. The discipline may include action by the building administrator as well as a possible referral to the hearing officer if expulsion is the recommended discipline.

T. TRANSFER STUDENT EXPELLED, FROM ANOTHER SCHOOL FOR AN ACT 26/WEAPONS OFFENSE

Pursuant to 24 P.S. § 13-1317.2(e.1), a student who transfers to the District from a public or private school during a period of expulsion for an act or offense involving a weapon may be assigned to the District's alternative education program, provided that the assignment may not exceed the period of expulsion.

U. CAUSING, ATTEMPTING TO CAUSE, THREATENING, OR PLANNING A MAJOR DISRUPTION

It is a violation of this Code to participate in, attempt, threaten, or plan any act which leads to, or has the reasonable potential of leading to, a major disruption of the school routine by interrupting school or a school sponsored activity, or by placing groups of students or school personnel in danger or distress. Examples may include but are not limited to setting off, attempting to set off, threatening to set off, or planning to set off a fire alarm; making, attempting to make, threatening to make, or planning a bomb threat; setting fire, attempting to set fire, threatening to set fire, or planning to set fire to a building; and participating in, attempting, threatening, or planning any event that leads to or has the reasonable potential of leading to, the evacuation of a school building.

Any violation of this Section will result in a three (3) to ten (10) day suspension. The student will be referred to the Hearing Officer if expulsion is the recommended discipline. For any student referred to the hearing officer, (i) expulsion from school shall be the most likely consequence in the event a major disruption is attempted, planned, or threatened, but not actually caused; and or expulsion from school for a period of not less than one year shall be the most likely consequence in the event a major disruption is caused. In considering whether an expulsion will be recommended or imposed, and, if so, the length, the building administrator and hearing officer are to consider, among other factors deemed relevant, the age of the student, the forethought, and the actual disruption to the school environment.

V. INVASION OF PRIVACY

Students should refrain from unreasonable intrusions concerning the privacy of District employees, other students, or third parties. Invasions of privacy can include but are not limited to casting another in a false light, creating unwarranted publicity about another, obtaining information about or images of another via inappropriate means, or tampering with information concerning another. The discipline may include action by the building administrator as well as a possible referral to the hearing officer if expulsion is the recommended discipline.

W. LEAVING SCHOOL WITHOUT PERMISSION

In order to protect the health and safety of District students and employees occupying school buildings (from weapons, drugs, etc.), no student, regardless of age, shall leave the school building during the school day, unless there is an emergency situation in the building requiring the evacuation of the building or the student obtains the prior approval of a District employee. This includes students who go to the parking lot without prior permission.

#1 Offense – Principal/student/parent conference and one (1) day in-school suspension (which shall include the remainder of the current school day if the student returns to school on the same day that he/she leaves without permission).

#2 Offense – Two (2) days in-school suspension (which shall include the remainder of the current school day if the student returns to school on the same day that he/she leaves without permission).

#3 and Subsequent Offenses – Three (3) to ten (10) days in-school suspension (which shall include the remainder of the current school day if the student returns to school on the same day that he/she leaves without permission).

Adoption Date - August 12, 2002

Last Revision Date – September 11, 2023

DISCIPLINE

Section 1217 of the School Law of Pennsylvania states:

"Every teacher/principal in the public schools shall have the right to exercise the same authority as to conduct the behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

The administration of the Warren County School District will strictly adhere to all policies set forth by the School Board of Warren County and published on the District's website at www.wcsdpa.org.

DRUG FREE SCHOOLS – POLICY 1401

The District is committed to providing a drug-and alcohol-free learning environment and workplace. Drug abuse and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students and our employees and adversely affect the educational mission of the school corporation. The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. For these

reasons, the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol or other controlled substances, substance "look alike", or mechanical devices utilized to take illicit drugs or controlled substances in the workplace, on school premises or as part of any school sponsored or related activities is strictly prohibited. These standards of conduct are equally applicable to students and employees. Any employee who is convicted of a drug statute violation arising out of conduct occurring in the workplace must notify the central administration of such conviction not later than five (5) days after the conviction. Compliance with these standards of conduct is mandatory.

Disciplinary sanctions (consistent with local, state, and federal law and other sections of this Manual), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct set forth in this notice. Such sanctions include, but are not limited to, parent administrative conferences, detention, in-school suspension, suspension, expulsion and referral for prosecution. Satisfactory completion of an appropriate rehabilitation program may be made a condition for withholding or terminating other sanctions.

In accordance with the Drug-Free Workplace Act of 1988, compliance with this policy is made a condition of employment by the school District. Disciplinary sanctions (consistent with local, state and federal law and other sections of this Manual), up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the standards of conduct set forth in this notice. Such sanctions include, but are not limited to, reprimand, short-or long-term suspension with or without pay, termination of employment, referral for prosecution. Satisfactory completion of an appropriate rehabilitation program may be made a condition for withholding or terminating other sanctions.

Cross Reference Sections 7000 and 10000
Adoption Date – September 13, 1999

TOBACCO AND VAPOR PRODUCTS – NON-STUDENT – POLICY 1415

The use of tobacco and vapor products present a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools and is contrary to both the educational goals, interest, image of the District and the maintenance of a healthy and safe school/work environment.

For purposes of this Policy, the term "tobacco" shall mean a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. For purposes of this Policy, the term "vapor product" is defined to include any of the following:

- i. Any device that employs a heating element, battery, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size and including the component parts and accessories thereto, that can be used to deliver vaporized nicotine or other substances (that may or may not contain nicotine) to users inhaling from the device. Examples of such devices include, but are not limited to, electronic cigarettes, electronic cigars, electronic cigarillos, electronic pipes, electronic nicotine delivery systems, vape pens, personal vaporizers, or any similar device.

- ii. Any substance intended for use with, or in, a device described in Section 1 of this definition, regardless of whether the substance contains nicotine.

For purposes of this policy, the term “vapor product” does not include any substance or device that is regulated by the United States food and drug administration under Chapter V of the Federal Food, Drug, and Cosmetic Act.

The Board prohibits tobacco or vapor product use or visible possession (and discourages any possession) by District employees, District volunteers, and independent contractors performing a service for the District in a school building, on school property, while working or performing a service at a school sponsored activity that is held off school property, or on any bus, van or vehicle that is owned, leased or controlled by the District, or utilized by a transportation contractor to transport District students to or from school or a school sponsored activity. The Board further prohibits tobacco or vapor product use (and discourages possession) by members of the general public in a school building, on school property, or on any bus, van or vehicle that is owned, leased or controlled by the District, or utilized by a transportation contractor to transport District students to or from school or a school sponsored activity.

Any employee who violates this Policy shall be subject to disciplinary procedures consistent with the District’s employee discipline policies, procedures and/or practices. Any volunteer that violates this Policy may be subject to termination as a volunteer at the discretion of the applicable administrator or building principal. Any member of the general public who violates this Policy and refuses immediately to cease the violation may be removed from school property and, depending the nature and number of the violation(s), may be prohibited from entering upon school property for a period of time deemed appropriate by the Superintendent or his/her designee.

The Superintendent or designee may report incidents involving violations of this Policy or applicable law to the local police department having jurisdiction over the school’s property, in accordance with state law and regulations and the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

In accordance with state law, the Superintendent shall annually, by July 31, report incidents of possession, use or sale of tobacco on school property to the Office for Safe Schools on the required form.

Adoption Date – September 13, 1999

Revision Date – May 26, 2020

TOBACCO AND VAPOR PRODUCTS – STUDENTS POLICY 1420

The use of tobacco products, which is defined under state law to include vaping products that deliver nicotine or any other substance, presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools and is contrary to both the educational goals, interest, image of the District and the maintenance of a healthy and safe school work environment. For purposes of this Policy, the term “tobacco product,” as defined by state law, shall include any of the following:

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 sold separately.

For purposes of this Policy, the term “tobacco product,” per state law, does not include:

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.

*While any such product is excluded from the definition of “tobacco product” the Board prohibits student possession, use, or distribution of any such product, except as authorized by Policy 10613 (Administration of Medications). Any violation shall be considered a violation of the Alcohol and Drugs provisions of the Student Discipline Code (Policy 10510).

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

*While such device is excluded from the definition of “tobacco product,” the Board prohibits student possession, use, or distribution of any such device and the possession, use, or distribution of any form of medical marijuana by students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the District; on property owned, leased or controlled by the District; or at school sponsored activities that are held off school property. Any violation shall be considered a violation of the Alcohol and Drugs provisions of the Student Discipline Code (Policy 10510).

The Board prohibits the possession, use, or distribution of any tobacco product by students during school or school sponsored activities (held on or off school property); on school property that is owned by, leased by, or under the control of the District; and during a student’s transit to or from school or school sponsored activities (held on or off school property).

This Policy shall be contained in the Student Handbook as a part of the Code of Student Conduct. Notification of this Policy shall also be provided via parent newsletters and on posters/signage or other efficient means. A student’s violation of this Policy is subject to discipline pursuant to the District’s Disciplinary Code, as contained in Policy 10510.

If a device or the substance that it delivers (other than nicotine) is a controlled substance, designer drug or drug paraphernalia as defined in the Controlled Substance, Drug, Device and Cosmetic Act, the Superintendent or his/her designee, as required by law and pursuant to the District's Law Enforcement Memorandum of Understanding, shall report the violation to the local police department having jurisdiction over the school's property. For any other violation of this Policy, the Superintendent or his/her designee, pursuant to law and the District's Law Enforcement Memorandum of Understanding, may (but is not required to) report the violation to the local police department having jurisdiction over the school's property.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, or distribution of any tobacco product. The Superintendent or designee shall inform the parent/guardian whether the local police department having jurisdiction over the school property has been or may be notified of the incident.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or distribution of any tobacco product by students to the Office for Safe Schools on the required form.

A student who uses or possesses any tobacco product (i) in a school building, (ii) on a school bus or other vehicle owned by, leased by, or under the control of the District; or (iii) on school property owned by, leased by, or under the control of the District shall be subject to prosecution initiated by the District and, if convicted, shall be required to pay a fine (in an amount not exceeding the maximum permissible amount; which is currently \$50) 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.

Tampering with devices installed to detect tobacco products shall be deemed a violation of this Policy and shall constitute Miscellaneous Inappropriate Conduct under the Student Discipline Code (Policy 10510).

Adoption Date - May 11, 2012
Revision Date - May 26, 2020

ACT 145 – SCHOOL TOBACCO CONTROL ACT

It is a summary offense for a pupil ages 6-21 who is enrolled in school to possess or use tobacco products or smokeless tobacco in a school building, on a school bus or on school property at any time. Students who are convicted may be sentenced to pay a fine of not more than \$50.00 and pay court costs. Act 145 became Pennsylvania Law on February 3, 1997. Warren County Discipline Policy shall also be in effect.

ALCOHOL TESTING – POLICY 10630

Students who come to school or school-related activities under the influence of alcohol or who use alcohol at such events violate both the Discipline Code and the law concerning underage drinking. The impaired judgment, which results from underage drinking, can easily lead

to serious dangers, such as automobile accidents. The District observes that, despite these dangers and the restrictions in place under the Discipline Code and the law, the use of alcohol at school and school-related activities remains a significant problem.

In an effort to further deter the use of alcohol and the dangers associated therewith, the District adopts this Policy employing the use of an instrument to test for alcohol consumption. Because students are not necessarily forthcoming and truthful about the use of alcohol, the use of an instrument test will provide an objective and tested means of detecting alcohol when a student is suspected of being under the influence of it. In considering the employment of instrument testing, the District recognizes that students enjoy individual liberty rights and that students should not be subject to instrument testing without proper cause. The purpose of this Policy is to lend definition to the balance between the need to deter under-age alcohol use and the protection of students' individual liberty rights. Instrument testing may occur when there exist facts, allegations, or circumstances that create a reasonable suspicion of a student's being under the influence of, or using, alcohol at school or a school-related activity. The District acknowledges that it is impossible to make an exhaustive list of all facts, allegations, and circumstances, which rise to the level of reasonable suspicion. However, by way of example, the District does provide the following list of circumstances that might rise to the level of reasonable suspicion:

- A. An odor of alcohol
- B. Wobbling gait
- C. Slurred speech
- D. Glassy-eyed appearance
- E. Observation of an alcohol container in a student's possession or proximity

Reasonable suspicion need not be based on a single factor. In determining whether to employ an instrument test, the District may take into account the totality of circumstances, including historical events of which the District is aware.

When such reasonable suspicion exists, the District will advise the student that the student is to participate in an instrument test. A school principal will administer the test. Because the test involves little embarrassment, intrusion, or delay, the student will be expected to immediately participate in the instrument test. The student is advised that the failure to immediately participate in the requested instrument test will be regarded as an admission by that student that the student is under the influence of alcohol. This assumption will be made because, once the reasonable suspicion is established, the student has it easily within his/her power (through the taking of a simple test) to establish that the suspicion was not well founded. The evidence of the reasonable suspicion coupled with evidence of the student's failure to participate in the instrument test shall constitute sufficient basis for a determination that the student has violated the Discipline Code, specifically, being under the influence of alcohol.

The Superintendent or his/her designee may develop procedures for implementation of this policy.

Adoption Date - July 8, 2002

SURVEILLANCE – POLICY 10220

Measures used by the Administration to promote student and staff security and safety may include the use of surveillance cameras that transmit and/or record video and/or audio. These may be installed on school buses, school hallways, cafeterias, athletic fields, gymnasiums, or other areas of school facilities presenting safety and security concerns, where student and staff safety would be enhanced by supplementing staff supervision, and/or where constant staff supervision is not practical or feasible.

It should be remembered that school facilities such as school hallways, cafeterias, athletic fields, buses and the like, are public facilities. Members of the public, staff, or students are likely to be present at any time or place, and it is likely that any conversation at any time might be overheard. Therefore, people should have the expectation that on or within a school facility their conversations may be overheard or recorded, and their images may be seen or recorded.

Whenever camera surveillance includes audio recording, the Administration will use reasonable efforts to provide notice to members of the public, students, and staff which notice may include the following means:

1. Posting signs at the affected locations indicating that video and audio recording may be taking place;
2. Notice in the student handbook, pupil transportation orientation materials, employee handbooks, and in the notices section of the school calendar.

Adoption Date – August 14, 2006

STUDENTS RELATIONSHIPS IN SCHOOL

No physical contact by students, with the exception of holding hands between classes, will be tolerated. Students violating this regulation will receive appropriate disciplinary action; students will be suspended if this behavior persists.

BACKPACKS/BAGS/OVER-SIZED PURSES

It is the policy of the Warren County School District to limit the use of backpacks/bags/over-sized purses during school hours. The students will be permitted to bring backpacks/bags/over-sized purses to school; however, the backpack/bag/over-sized purse must be kept in the student's locker during the school day. Students will not be permitted to carry backpacks/bags/over-sized purses between classes. No backpacks are permitted at the Warren County Career Center.

DRESS

Dress reflects the quality of the school, behavior, and the students' schoolwork. Students are expected to dress in clothes suitable for school and school-related activities. Shirts/tops must cover shoulder to shoulder and must be long enough to be tucked in at the waist (if requested). Undergarments cannot show.

The following is not acceptable dress and is prohibited:

- Halter tops or similarly styled tops exposing a bare midriff.

- Shorts, skirts, or skorts above mid-thigh
- Bare feet
- Hats
- Slippers and/or pajamas
- Chains and bandannas may not be worn while in attendance at school or during school related activities.
- Sunglasses (either over the eyes or on the head) may not be worn when indoors.
- Any clothing or accessory (patches, buttons, jewelry, etc.) that:
 1. contains language, a symbol, gesture, or other content that is obscene, lewd, vulgar or profane.
 2. advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of persons or property (such as tobacco/vaping products, alcohol or illegal drugs).
 - a. degrades persons based on race, gender, gender identity, sexuality, sexual orientation, or ethnicity.
 - b. incites violence; advocates use of force; or encourages the violation of federal, state or municipal law, or District policies, rules or regulations.
 - c. is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; involves bullying (as defined as a part of Policy 10510); or interferes with another's rights.
 3. causes damage to school property (an example is boots that create scuff marks on the floor).
 4. libels/defames any specific person or persons
 5. causes a hazard to the health or safety of the student or to others.

In order to prevent violence and ensure student safety, any clothing or accessory (patches, buttons, jewelry, etc.) that is associated with gangs.

- Capes, or items worn as capes.
- Clothing or an accessory (patches, buttons, jewelry, etc.) that pertain to a political or social issue, but only if the speech is either clearly profane or is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions.
- Hooded sweatshirts, sweaters, or shirts may be worn, but the hood shall not be pulled up to cover the head while indoors.
- Coats and/or jackets worn to school must be kept in student lockers or other designated areas during the school day. Coats and jackets with hoods may be worn, but the hood shall not be pulled up to cover the head while indoors.
- Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

- The District reserves the right to limit and prohibit manifestations of unprotected student material/expression. It is not possible to define all such material/expression, and decisions on clothing or accessories not specifically covered herein are the responsibility of building-level Principal, who may consult with the Superintendent as necessary.
- Students and parents/guardians are to inform the school Principal if there is a religious or medical reason that a student is wearing a particular article of clothing or accessory that is otherwise prohibited under the dress code.
- Any clothing taken by the school for a violation of the dress code will be returned to the student.

See Appendix.

SKATEBOARDING OR ROLLER BLADING

Due to safety issues and to maintain adequate security of the building and its occupants on Warren County School District property, skateboarding and/or roller blading will not be allowed on the grounds throughout the WCSD. Violators will be subject to the Warren County School District Discipline Code.

OPEN CONTAINERS IN SCHOOL

Students in the Warren County School District are not permitted to have open containers of food and/or beverages in the halls of the school during school hours. With permission from administration, students may carry water in a clear water bottle. Students may carry unopened items to their lockers and store them for consumption at lunch or after school. Any open containers found in the halls or lockers will be confiscated and discarded without reimbursement. Any student who refuses to surrender their open container will be disciplined per the Discipline code.

LEAVING SCHOOL PROPERTY

In the event of sudden illness, a student is NOT permitted to leave the school building without the expressed permission of the school nurse or the principal. If your son or daughter should call you to come for him/her because he/she is ill, please ask to speak to the school nurse or principal to make sure that he/she is being legally excused for illness. Students must talk with the nurse or principal before calling for someone to take them home.

DISCIPLINARY PROGRAMS

A.S.D. (After School Detention) - A disciplinary measure determined by the misbehavior of a student at the discretion of a principal in which the student is detained at the school after regular school hours.

S.D. (Saturday Detention) – A disciplinary measure determined by the misbehavior of a student at the discretion of a principal in which the student is required to attend school on Saturday, outside of regular school hours.

I.S.S. (In-School Suspension) – Each school is authorized to establish an in-school suspension program.

O.S.S. (Out-of-School Suspension) - A disciplinary measure determined by the misbehavior of a student at the discretion of a principal in which the student may not come to school for the duration of the suspension. During an out-of-school suspension, the student is not permitted on school property or to attend school functions.

TECHNOLOGY AND INTERNET SAFETY – POLICY 9950

PURPOSE

The District makes available various forms of digital technology to its students for educational purposes

and to certain employees to advance the education of students or to advance the legitimate business of the

District. The purposes are exclusive to the District as it makes digital technology available. The District's

student discipline code and student handbook and all provisions governing employee conduct (policies, rules, employee handbooks, contractual provisions, etc.) apply to student and staff online activities and use of technology.

It is the policy of the District to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

Given the ever-changing nature of technology, its potential opportunities, and abuses, it will not be possible for this Policy to address all specific situations, which may arise. Therefore, it is also the purpose of the Board, by this Policy to vest in the Superintendent or his/her designee the authority to fashion procedures, as necessary, to implement the general purposes of this Policy.

DEFINITIONS

1. Minor – any person of school age.
2. Obscene - analysis of the material meets the following elements:
 - a. The average person applying contemporary community standards would find that the subject matter taken as a whole with respect to minors appeals to the prurient interest.
 - i. Contemporary community standards shall be defined to mean the regions within which the District provides services to students.
 - b. The subject matter depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or

- sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals or post-pubescent female breast.
- c. The subject matter taken as a whole lack serious literary, artistic, political, educational, or scientific value.
3. Harmful to minors - any text, picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
 - c. Taken as a whole lack serious literary, artistic, political, educational, or scientific value as to minors.
 4. Child Pornography – any visual depiction, including any photograph, film, video, picture, or computer, or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct where (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct, or (b) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
 5. Educational Purposes – items promoting student achievement and preparation for graduation.
 6. Personal Electronic Devices – any type of computer or other portable computing devices or accessories, including handheld computers, laptops, smart phones, tablet devices, notebooks, digital cameras, digital readers, music players, flash drives and any other similar devices not owned by the District and brought to school grounds by students, guests, or staff members.

ACCESS TO TECHNOLOGY

Access to technology is provided to District employees and students as a privilege. Access is not and cannot be guaranteed. However, when access is available it is to be regarded as a privilege that carries with it a responsibility. All usage is to be done in a responsible, efficient, and legal manner that is consistent with the values of the Student Discipline Code and the policies and mission of the District as enunciated in this Policy Manual or other directives of the Board or Administration. For users, the District's technology is to be used primarily for education-related purposes and performance of District job duties. Incidental personal use of school technology is permitted for employees so long as such use does not interfere with the District's Policy Manual, the employee's job duties and performance, with system operations, or with other system users. Personal use must comply with this Policy; as well as Internet Service Providers, local, state, and federal laws and must not damage the District's hardware, software, applications, or technology. Students are provided with access to digital media that supports engaged learning. Students' ability to send, forward, or post information will be determined under the direction of a Warren County School District designee(s).

The District will notify the parents/guardians about the policies governing technology use. This Policy contains restrictions on accessing inappropriate material. There is a wide range of material

available on the Internet, some of which may not be fitting with the values of the families of the students. The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their set of family values to their children. The District will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.

GUIDELINES FOR USAGE

Usage of the technology which is not consistent with the “access” policy contained in the previous paragraph is prohibited. It is not possible to list all of the types of usage which are inappropriate. However, as a guideline, some of the types of inappropriate usage are listed below:

1. Engaging in non-work or non-school related communications unless for employees under this Policy’s definition of incidental personal use. Users should understand that even when using District technology resources for incidental personal use there is no expectation of privacy, and the personal nature of such use shall not create any such expectation.
2. Sending or displaying of offensive messages or pictures, including but not limited to, messages or pictures that contain pornography, child pornography, matters that are obscene or matters that are harmful to minors, ethnic slurs, racial epithets, or anything that may be construed as disparagement of others based on their race, national origin, sex, sexual orientation, gender identity, age, disability or religious or political beliefs.
3. Using vulgar or obscene language, pictures, or symbols.
4. Using technology to harass, bully, threaten, or libel/defame others or to materially or substantially interfere with the education of others.
5. Trespassing in or upon personal files or programs, removing, damaging, or utilizing information which the user is not entitled to remove, damage, or utilize or communicate under a false name or other false pretenses.
6. Violating any copyright laws or the Copyright Policy of the District including Policy Section 9905 by copying, downloading, uploading, or otherwise duplicating copyrighted material.
7. Violating any other District Policy, or associated administrative procedures, including (i) policies concerning political activities and advertising such as Policy Number 7240; (ii) policies governing student distribution and/or posting of material such as Policy Number 10230; (iii) policies governing harassment and sexual harassment such as Policy Number 1215; and (iv) policies that pertain to maintaining professional adult/student boundaries such as Policy Number 1217.
8. Engaging in any use which violates any federal, state, or local law, regulation, or ordinance.
9. Intentionally creating, uploading or other introduction of computer viruses or similar device or program, which damages hardware, applications, or software.

10. Engaging in unauthorized access of computers, intentionally disrupting the network, or attempting to circumvent security measures on an individual computer and/or the District network.
11. Using technology for gambling, sports pools, betting games or games of chance.
12. Installing, uninstalling, or damaging computer hardware, applications, software, or the network.
13. The use of profanity in any communication unless required for business purposes.
14. Using technology resources to access, inspect or disseminate confidential or personal information of others.

Reporting of any such violations or other issues involving the inappropriate use of technology resources should be reported in a manner consistent with established policies and procedures. Any employee or student engaged in the inappropriate use of or access to the technology may be subject to the loss of the privilege. The Board hereby vests the Administration with the authority to restrict any person's use of the privileges, for the period deemed appropriate by the Administration, on account of violations of this Policy. Additionally, students are advised that violations of this Policy may result in students being disciplined in accordance with the Discipline Code (Policy 10510) and employees are advised that violations of this Policy may result in discipline procedures according to the applicable sections of this Policy Manual or the Contract(s) governing the relationship between the District and employee.

FILTERING

The District uses a technology protection measure that is designed to prohibit users from accessing Network sites that are not in accordance with the policy and procedures of the District and the laws of Pennsylvania. This measure helps guard against access by users to messages or pictures that contain pornography, child pornography, matters that are obscene or matters that are harmful to minors, ethnic slurs, racial epithets, or anything that may be construed as disparagement of others based on their race, national origin, sex, sexual orientation, gender identity, age, disability or religious or political beliefs. Filtering may be disabled for adults engaged in bona fide research or for other lawful purposes. To ensure enforcement, the District will monitor use of technology resources through direct supervision and monitoring of the network. This filtering measure is not foolproof and inadvertent access to sites not consistent with this Policy needs to be reported immediately to a District administrator.

USER ACCOUNTS

User Accounts may be provided for District students and employees. All User Accounts shall be the property of the District and shall be used only for the purposes described in this Policy. All User Accounts shall be accessed only via a password. No user shall reveal their password to another individual. No user is to utilize a computer that has been logged in under another individual's password. Account requests or termination will be processed through the account management team.

APPLICATIONS

Except as provided below, no application will be utilized on any device or other component of the District's technology systems unless said application has been selected or approved.

HARDWARE

District employees shall report technology issues to the Technology Department through the Technology Work Order system.

All technology belonging to the District is to remain in the designated areas. Before equipment changes, a Technology Work Order must be completed and submitted for approval.

All purchases or acquisitions of computers or other components of the District's technology system, including donations of equipment from businesses, parent/teacher organizations and similar entities are to be channeled to the Building Administrator at the building at which the equipment is proposed to be installed. Before approving the installation of said equipment, the Building Administrator is to submit a description of the equipment to the Technology Department for approval.

REPAIRS

All repairs of the District technology system, including repairs to both hardware and software, and including in-house technician repairs and outside vendor services, are to be submitted on a Technology Department Work Order.

ACCOUNTS, APPLICATIONS, SOFTWARE, HARDWARE, AND DEVICES USED BY DISTRICT EMPLOYEES

Employees are prohibited from doing any district business on accounts, applications, software, hardware, or devices that are not those issued to them by the District.

SEARCH, SEIZURE AND MONITORING

Users of the privileges should have NO EXPECTATION OF PRIVACY regarding to any information or communication on or exchanged through the District's technology. The District reserves the absolute and complete right to inspect and to seize any information or communication existing on any District technology equipment and any user of the said equipment must understand that the privilege is subject to the District's right of search and seizure. Any information or communication seized by the District may be used for any legitimate purpose, including usage in disciplinary proceedings initiated by the District and usage in criminal proceedings initiated by State or Federal officials to which the District has given the information or communication. The user of any District technology or software or application privilege is advised that the District, may at any time, monitor persons' usage and that seizure of material may be made because of random searches and not necessarily because of reasonable suspicion or probable cause. If the user of the District technology does not want information or communications to be made public, the user should not place or share that information or communication on the District's facilities. At all times the District reserves the right to:

1. Determine how its hardware space is utilized, including the right and ability to remove software, applications, files, to compress or consolidate files, and to otherwise manipulate the data maintained on any computer or other component of the District's technology.
2. Restrict or limit usage of lower priority network and computer uses when network and computing requirements exceed available capacity.
3. Determine which technology will be provided through District resources.

4. View and monitor network traffic, file server space, processor and system utilization, and all applications provided through technology, including email.
5. Log technology use by students and staff.

MISCELLANEOUS

Publishing on the Web: All web pages to be created through the use of District technology shall be linked through the District website. All District employees, students or school organizations wishing to create a web page or similar device must create it under the supervision of the Superintendent, or his/her designee.

1. Limitation of Liability: The District makes no warranties of any kind, either express or implied, concerning the operation or the function of the privileges provided through the District's technology. All users of the District's privileges agree that the District will not be responsible for any damages users may suffer, including but not limited to loss of data or interruption of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for any financial obligations arising through the use of the privileges other than the provision of the hardware, software, applications, and utilities necessary to make the privileges available.
2. Curricular Usage of Technology Devices: District employees may elect to utilize the technology system as a part of the instruction offered by that employee. If a parent or legal guardian desires that their student not have access to the technology devices, the parent/guardian shall request an exemption in accordance with Section 9525 of this Policy Manual. In the event of an exemption, the District will provide an alternate means of instruction in accordance with Policy Section 9525.
3. Personal Electronic Devices: Students may use personal electronic devices that are not owned by the District, and that provide a wireless connection to the Internet, during the school day for educational purposes if, and only if, the type of device has been approved by the Superintendent or his/her designee and the student has the permission of the classroom teacher. The decision as to whether a particular type of personal electronic device is permitted to be used is within the sole and unrestricted discretion of the Superintendent or his/her designee. The use of a personal electronic device shall be optional and shall not be required by any teacher to complete, or be necessary to complete, any educational assignment given to students. The District shall not be liable for, or responsible for, the loss of, theft of or damage to any personal electronic device that anyone brings to school, including students, staff, and guests.

The District is not required to provide technical support of any personal electronic device. A personal electronic device that is used to violate either the law or a school rule shall be subject to search when permitted by law.

FUTURE DEVELOPMENTS

Technology devices and usage not currently contemplated will emerge. In recognition of the fact that the provisions of this Policy may not be adequate to address those developments the Board hereby authorizes the Superintendent to develop procedure, on an as-needed basis, to address emerging technologies or usage. In preparing these procedures, the Superintendent is directed to issue procedures which are consistent with this Policy and which are consistent with the values

and mission of the District as enunciated in this Policy Manual or other directives of the Board. The procedures implemented by the Superintendent shall remain in effect until supplanted by the Board.

Adoption Date - March 8, 2004

Last Revision Date - April 8, 2024

WCSD STUDENT DEVICE HANDBOOK

The focus of the WCSD one to one program is to provide students with technology that will prepare them for the future in a world of digital information. A device for each student can engage students in new and exciting ways. It fosters collaboration between teacher and student, and between students through interactive lessons. The device that a student receives is a learning tool that increases a student's access to technology and interactive strategies. The WCSD believes that using this technology can enhance innovation, critical thinking, and motivation.

Device Deployment

Devices may be available to all students in each grade level at each school. Parents and students must sign and return the Warren County School District Owned Electronic Devices Loan to Students Agreement before a device will be issued.

Devices will typically be distributed at the beginning of the school year and are intended for educational purposes only. Devices may be distributed anytime during the school year as replacements are deemed necessary or other upgrades are required. Device distribution for in person learners will be conducted during the school day at the school the student is enrolled. Virtual student distributions will occur at their home school.

Taking Care of Your Assigned Device

Students are responsible for the general care of any device that is issued to them by the District. Devices are issued to students who are authorized users of those devices. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the WCSD. The WCSD owns the licenses for the applications and software installed on each device and under no circumstance may any software be removed, tampered with, or used outside of its intended purpose. Device damage, vandalism, or negligence must be reported to the building administration immediately. Parent/guardians should report device theft/loss to the local police to obtain a report. An official police report must be reported or shared to the school administration immediately.

If the device is damaged, students should immediately bring the device to the building administration or designated building location. At this time a work order will be issued, and the technology department will be notified. The technology department will determine if the damage should be referred to the building administration for investigation or sent out for repair.

General Policies

- Students are responsible for bringing their fully charged device to school each day.
- Do not lend devices or related equipment to other people.
- Do not borrow a District-issued device from another student.
- Protect the device screen by following the rules below. The device's screen can be damaged if subjected to rough treatment. All 1:1 devices are particularly sensitive to damage from excessive pressure on the screen.
 - Close the device screen before moving it.
 - Do not lean on the top of the device when it is closed.
 - Do not place anything near the device that could put pressure on the screen.
 - Do not place anything in the carrying case that will press against the cover.
 - Do not poke the screen.
 - Do not place anything on the keyboard before closing the lid.
 - Clean the screen with a soft, dry cloth or anti-static cloth.
 - Do not bump the device against lockers, walls, floors, etc. as it will eventually break the screen.
- Restart the computer daily.
- Do not remove any District stickers or identifying labels attached to the device.
- Do not place the device between large books or in binders in a backpack.
- No food or drink is allowed next to your device while it is in use.
- It is very important to keep your passwords private and not to share it with others.
- To conserve battery life devices should be shut down before moving them.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Warren County School District.
- Devices must never be left in a car or any unsupervised area.
- Students may be selected at random by teachers or administrators to provide their device for inspection for damage or misuse.

Failure to comply with the procedures and criteria listed above may result in the loss of 1:1 privilege for a time period to be determined by the school administration.

Care At Home

Devices should not be left in temperatures below 35 degrees or above 90 degrees. Food, drinks, or pets should not be near devices to avoid damage. Rain, wet hands, and high humidity can be possibly damaging to devices and should be avoided. Devices should be charged fully each night and should be stored on a desk or table – never on the floor. Devices are not to be left in a vehicle; this encourages theft and exposure to temperature changes outside of their operating limits are also potentially damaging to the device.

Students may not personalize the device or peripherals in any way, including the addition of stickers. This constitutes vandalism and will be subject to appropriate disciplinary action.

Internet Safety

Congress passed the Children's Internet Protection Act (CIPA) in 2000, tying E-rate program discounts to a school's Internet safety policy. The FCC requires three elements for compliance: content filtering to prevent access to obscene, pornographic, or harmful images; monitoring of online activities of minors; and education in appropriate online behavior and cyber-bullying awareness.

To comply with CIPA, the WCSD employs a variety of methods to manage devices including internet filtering and application restrictions. Internet filtering collects information about the sites student's access. If a student attempts to access an inappropriate site, a block or firewall screen is generated, and the filtering software blocks the viewing of the site.

Students under 13

The Children's Online Privacy Protection Act (COPPA) is a federal law that regulates the online collection of personal information from children under the age of 13. The law generally requires website operators to provide parental notification and obtain parental consent before collecting personal information from these students. However, COPPA also authorizes school Districts to provide this consent when the collection of information is for the use and benefit of the school and for no other commercial purpose. Parents can obtain more information regarding COPPA via the WCSD website at www.wcsdpa.org.

No Expectation of Privacy

The District provides a network system, email, and internet access as a tool for education and research in the support of the District's mission, "to support the personal and intellectual success and wellness of every student, every day." The District reserves the right to monitor, inspect, copy, review, and store information without prior notice regarding the content and usage of:

- Network;
- user files and disk space utilization;
- applications and bandwidth utilization;
- user documents, folders, and communications;
- email;
- internet access.

No student user should have any expectation of privacy when using the District's network. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate.

Device Check-in

Devices will be returned to each school site prior to the end of the school year on date(s) determined by the school administration. If a student transfers out of Warren County during the school year, the device must be returned prior to the student's last day in the District. If the student transfers schools within the District they should take the device with them.

Check-in Fines

It is inevitable that some devices will become lost or damaged over time. Repair and replacement policies are like policies for textbooks or other school materials/equipment. The District has a three-year warranty on devices and will make every effort to repair the device if possible, however not all damage is covered under the warranty. The administration will determine specific cases that are malicious or the result of negligence by the student.

- If the property is damaged, the student and the parent/guardian may be responsible for the reasonable cost to repair or replace the device.
- parents will receive an invoice for charges related to replacement or repair of the device failure to pay for a lost or stolen device may result in criminal or civil charges being filed.
- this includes cases in which the AC power adaptor and/or case have been lost, damaged, or defaced.

Cost of Fines for Lost/Damaged Equipment

Broken Protective Case: \$39.99

Broken Screen: \$85.00

Damaged Laptop Power Cable: \$37.00

Keys Missing: \$85.00

Lid Broken: \$85.00

Lost/Missing Hotspot: \$150.00

Lost/Missing Hotspot Power Brick: \$6.00

Lost/Missing Hotspot Power Cord: \$6.00

Lost/Missing Laptop Power Cable: \$37.00

Lost/Missing Lenovo 500w: \$432.00

Lost/Missing Lenovo 500w Yoga: \$415.15

STUDENT GUIDELINES – Warren County School District Bring Your Own Device (BYOD)

1. Warren County School District students are permitted to bring a personal mobile device to school. Students are NOT required to bring a personal mobile device to school.
2. Students may bring mobile devices including laptops, netbooks, tablets, smart phones, and eReaders. Handheld gaming devices and gaming consoles are not allowed. A mobile device may only be used if the particular type of device has been approved by the Superintendent or his/her designee.
3. Students who bring personal mobile devices should fully-charge the battery before bringing it to school each day. The student must take the personal mobile device home at the end of each day to recharge its battery and to keep the device safe.
4. Students are expected to know how to operate their personal mobile devices on their own.

5. Students must use the WCSD wireless network (Wi-Fi) connection when accessing the Internet or online resources from a WCSD campus. Students are not allowed to create or join unauthorized wireless or wired networks to bypass WCSD's filtered student wireless network. Students may connect one personal device to the WCSD wireless network at a time.
6. Students may use personal mobile devices in class for educational purposes only when permission is granted by their classroom teacher. Each school will designate whether personal mobile devices may be used at other times/locations (e.g. before school, after school, and during lunch). Students may not use personal mobile devices when the classroom has a short-term substitute.
7. When not in use, students' personal mobile devices should be silenced or turned off and be put away in a location designated by the classroom teacher.
8. Students may not use their personal mobile device inside or outside the classroom in a way that disrupts the educational environment, violates the rights of others, or invades the privacy of others, including but not limited to using the device to cheat, to violate school conduct rules, to harass or bully students or staff, for unlawful purposes, or any other violation of the WCSD discipline policy. If a student uses a device in violation of the law, a school rule, the Student Handbook, these Guidelines, District Policy 9950 (Technology and Internet Safety) or other District policy or procedure, the student may, depending on the severity of the infraction, be subject to discipline (including the possibility of suspension or expulsion) pursuant to the Discipline Code (Policy 10510); the loss of technology and/or BYOD privileges; temporary confiscation of the device; and/or Referral to law enforcement authorities. A personal electronic device that is used to violate either the law or a school rule shall be subject to search when permitted by law.
9. Before recording audio or video or taking a photograph, a student must obtain permission from a teacher or campus administrator and from the person being recorded or photographed. The student must obtain the same permission before publishing, posting, disseminating, sharing, or transferring audio/video recordings or photographs/images. Recordings and photographs are allowed only for a teacher-approved project or activity.
10. Students may not take, publish, post, disseminate, share or transfer audio, video, photographs, or images that reveal private parts of the body that are ordinarily covered by clothing. Students may not possess pornographic images or video on any electronic device.
11. Warren County School District is not responsible for theft, loss, or damage to a student's personal mobile device or to content on the device while at WCSD or connected to the WCSD wireless network. Warren County School District is not liable for content already on the student's personal mobile device. Warren County School District is not responsible for any monetary charges that may occur while the student is using the device.

COLLEGE AND CAREER READINESS

The Warren County School District provides programs designed to meet the PDE's Career Education and Work Standards and College and Career Readiness Standards. These programs provide career awareness and exploration programs for grades K-12 and a career exploration component for students.

Programs included but not limited to:

- College Fair
- Financial Aid Night for parents and students
- Free Application for Federal Student Aid (FAFSA) Completion Workshop
- Health Career Day
- Seventh grade college visits
- Career Exploration Days for juniors and seniors
- Eighth Grade Career Day
- Job Shadowing for high school students
- Marketing Career Day
- Career and College Readiness for all students
- AHUG Woodmobile Natural Resources Career Day for third grade students
- WCCC visitation for fifth grade students
- Manufacturing Day/Mock Interview Day for WCCC students
- Educator in the Workplace

PEST MANAGEMENT

The Warren County School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not

have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify your child's school principal in writing. Please include your e-mail address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids; and swimming pool maintenance chemicals.

Each year the District will prepare a new notification registry.

If you have any questions, please contact your child's school principal or Mr. Dave Undercoffer, the Warren County School District IPM Coordinator at 723-5223.

ASBESTOS MANAGEMENT PLAN NOTIFICATION

This notification should be made available to all staff members and parent organizations.

A building re-inspection by an EPA-accredited inspector was performed in this building in 2022 and is completed every three years. The building inspection and this notification are being done to meet the requirements of the AHERA regulation (40 CFR Part 763, Subpart E, "Asbestos-Containing Material in Schools"). A copy of this inspection is available for review in the school office by any parent or employee.

Any questions concerning the WCSD Asbestos Management Plan should be addressed to Mr. Dave Undercoffer, Quality Assurance Supervisor at (814) 723-5223.

SCHOOL SAFETY INFORMATION

The Warren County School District places great value on the safety and security of our students, staff, and visitors. Student and parental involvement are vital to helping the District maintain safe, orderly schools.

Safe Learning and Working Environments

The Warren County School District is committed to providing a safe, functional, and supportive environment, and has established a Safety Committee. The purpose of the District Safety Committee is to bring Warren County School District employees together to establish controls designed to provide a physical environment free of recognized hazards, monitor student and staff activities to reduce the risk of injuries and ultimately preserve the safety of all persons while on school District property.

The goal of the District Safety Committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and establishing policy and procedures to prevent them. This goal targets students, employees, visitors, and the general public while on school District property.

Throughout the year, students and staff will participate in drills and age-appropriate safety trainings. The District conducts these drills and trainings in conjunction with local emergency management and law enforcement agency.

Standard Response Protocol

The WCSD has adopted the Standard Response Protocol (SRP) as its emergency protocol.

SRP is based not on individual scenarios but on the response to any given scenario. The premise is simple- there are specific actions that can be performed during an incident: Secure, Lockdown, Evacuate, Shelter and Hold (in Place).

Utilization of the SRP puts all staff, students and first responders on the same page. By standardizing the announcements, responses, actions, and recovery, the District hopes to provide the safest most successful incident outcome.

Parents and community visitors are asked to familiarize themselves with the programs. Additional information can be found on the District's Safety Committee webpage.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



Parent Emergency Procedures

If there is an emergency at your child's school, please help us by doing the following things:

1. **Check the WCSD homepage, the WCSD Facebook page, and/or the specific school pages.** We will provide credible, accurate, and useful information to the public as soon as possible. Expect to see our posts updated as necessary. We will also provide updates to local media, but be aware that emergency situations can change rapidly. Information received from sources other than the school administrator or WCSD communications office may be inaccurate. In addition, we will use our **phone and text notification system to contact parents and guardians with updates and information in as timely a manner as possible.** Please make sure your emergency contact information is always up to date at your child's school. To update your contact information, please contact your child(ren)'s school.
2. **Do not call or go to the school.** In an emergency, onsite staff is focused solely on getting everyone to a safe location. Showing up to the site can create unnecessary traffic, prevent emergency vehicles from responding quickly, and may also put you in danger. Regarding the phones, we understand and respect your concern, but it is essential that the telephone system be available for emergency communications. If you get a call or text from your student, help him or her remain calm. Remind your student that the school staff knows what to do in an emergency situation, and will work to keep everyone safe.
3. **In the event of an emergency evacuation, each building has been assigned a reunification site** depending on the situation. Parents will be informed of the site in a communication from the District.

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in several ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."

Parent/Guardian Expectations

If a parent or guardian is notified that reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a parent can't pick up their student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the student drove to school?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

How it works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping cellular network usage at a minimum may be important during reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check-in, identification and custody rights are confirmed. The card is separated, and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student

or students. Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

F.A.Q.s

How does the district handle threats of violence?

School staff follow practiced procedures to ensure that students and the public are safe and secure. The principal and his/her team first contact emergency services and then district administrators who initiate a team to gather information on the type and degree of threat. School office staff have been trained to react to all threats of violence in a prescribed manner, based on consultation with law enforcement. All threats are treated as real, and we report them to local, regional, and national law enforcement as appropriate for investigation and prosecution. If a threat is deemed credible, students and staff will evacuate the building and go to a pre-determined safe location. Families will be notified via phone, text or email as soon as students have reached a safe location. Evacuation does not necessarily mean that school is over for the day. The District can arrange for buses to keep students safe and warm in the event of poor weather. Notification regarding school being released for the day will ONLY come from the District Central Office and will include the reason for the release and pickup instructions.

What do I do if I see or hear of a threat after school hours?

All WCSD staff and members of the community are encouraged to report anything they see, hear, or are made aware of if it may impact a school or school program. If you see or hear something, say something: call 911 or report the incident through the Safe 2 Say platform.

If required, District staff will determine the course of action and next steps in order to maintain a safe and secure school environment.

Weapon Notification Law

Act 44 of 2025 (Act 44) added section 1303.2-A to the Pennsylvania School Code (School Code) and established parent and employee notification requirements for nonpublic schools, private academic schools, career and technical schools, charter schools, cyber charter schools, regional charter schools, school districts, and intermediate units.

Parental and Employee Notification of Weapon Incidents

Section 1303.2- A school entity, as well as a nonpublic school or a private academic school, is required to notify parents, guardians, and school employees of incidents involving the possession

of a weapon on any school property. Under Section 1303.2-A, school property is considered any of the following:

- Public school grounds.
- A location where a school-sponsored activity is conducted.
- A conveyance providing transportation to a school entity, nonpublic school, private school or school-sponsored activity.

A notification must be sent if the incident constitutes a violation of one of the following:

- Section 1317.2 of the School Code (Possession of Weapons Prohibited)
- Section 912 of the Crimes Code (Possession of Weapon on School Property)
- Locally established policies of the school entity, nonpublic school, or private school's governing body relating to weapons.

A "weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Unless the circumstances of the incident necessitate otherwise, the required notification must be made within 24 hours of the incident occurring and must be made using a method of communication likely to reach parents, guardians, and school employees. Notification must be sent even in cases where a threat assessment determines there is no threat.

Location of Incident Involving Possession of a Weapon

If an incident involving the possession of a weapon occurs at a school building, the school entity may limit notification to parents and guardians of students enrolled in or attending, or school employees assigned to the school building where the incident occurred.

If the school building at which the incident occurs shares a campus with other school buildings, the school entity must notify parents and guardians of students enrolled in or attending, or school employees assigned to, any building situated on the shared campus.

If an incident involving the possession of a weapon occurs at a school-sponsored activity or on a public conveyance providing transportation to or from a school or school-sponsored activity, the school entity shall ensure that the required notification reaches the appropriate population of parents, guardians, and school employees.

Act 44 provides that notification is not required if the incident is not directly related to the school-sponsored activity or the students or staff involved in the activity.

Privacy

Subject to 20 U.S.C. § 1232g (relating to family educational and privacy rights), a school employee to whom a student in possession of a weapon is assigned is deemed to be a school

official with legitimate educational interest in the student, and the school entity shall notify the school employee of the student's identity and portion of the student's records relating to the incident.

Except as required to notify the parent or guardian of a student found in possession of a weapon, to provide notice to school employees assigned to a student found in possession of a weapon, or as otherwise permitted, the school entity, notification to parents, guardians, or school employees under this section shall not contain personally identifiable information about a student in compliance with 20 U.S.C. § 1232g.

SAFE SAY SOMETHING



What is the problem?

Each year in schools and communities across the United States, there are millions of youth who hurt themselves or others through verbal, physical and digital means. These behaviors can cause youth to experience emotional trauma and physical injury, mental health or wellness issues, stress or anxiety, and/or feelings of being unsafe. Too often the outcome results in self-harm, suicide or homicide.

21% of high school students are bullied on school property in Pennsylvania each year^[1]

1. 2017 CDC's Youth Risk Behavior study
2. www.rveee.org/statistics/, 2016
3. Vossekuil, B., et al., 2002
4. Robins, E., et al., 1959
5. Trump, K., 2015
6. 2017 CDC's Youth Risk Behavior study

The Facts

In a majority of these acts, youth and adults are witnesses to threats, warning signs, or signals, especially on social media, but do not report or intervene to help the at-risk youth. In fact:

- Approximately, 1 million U.S. students reported being harassed, threatened or subject to other forms of cyberbullying^[2]
- 80% of school shooters told someone of their violent plans. 59% told more than one person^[3]
- 70% of people who complete suicide tell someone of their plans or give some other warning sign^[4]
- A national study found that 37% of threats of violence, bullying, etc. were sent electronically and 28% used social media^[5]

The Reasons

There are many reasons why youth and adults do not say something when they see a warning sign or signal. They do not:

- Understand or know how to recognize warning signs and signals of at-risk behavior
- Believe a threat to be true because "they would never say it publicly if they meant it"
- Want to be labeled, stigmatized, possibly physically threatened as a "snitch"
- Know who to tell or "believe that nothing will be done to help anyhow"
- Think they need to because someone else will say something

HOW IT WORKS

Step 1

Submit an anonymous tip

Call the tipline



1-844-SAF2SAY

Use the Website



www.safe2saypa.org



Use the mobile App
available for Apple and
Android devices

Step 2

All calls and tips received
by the 24/7 crisis center

1

A crisis center analyst
receives and reviews tip
information

2

The tip is triaged and
categorized as either life
safety or non-life safety

3

The tip is then sent to
school officials and law
enforcement (as needed) via
text, email, and/or phone call
within seconds

SAFE2SAY
SOMETHING

Step 3

School officials & law
enforcement intervene and
help individual(s)

1

School officials and law
enforcement (as needed) act
immediately to investigate,
assess, and intervene with
reported at-risk individuals

2

At-risk individuals receive
the help they need BEFORE
they ever get to the point of
hurting themselves or others

3

School officials report their
outcomes into the Safe2Say
Something platform and
close out the tip, ensuring
accountability for every tip
submitted



WHAT IS THE SOLUTION?

The Safe2Say Something Anonymous Reporting System teaches youth and adults how to recognize warning signs and signals - especially within social media - of individuals who may be a threat to themselves or others and say something BEFORE it is too late.



Provides an app, website, and 24/7 crisis telephone hotline for youth and adults to submit anonymous tips

Provides training on how to recognize the signs and signals of at-risk behaviors – especially within social media

Works to take every sign and signal seriously; act quickly to get help by talking to a trusted adult

ACADEMIC INFORMATION

Virtual Academy Services – Grades K-12

Warren County School District offers Virtual Academy Services as a flexible extension of the district's traditional educational program for students in grades K–12. This option allows students to meet curricular requirements through online courses while still receiving a high-quality, public-school education supported by certified, experienced teachers.

Students may choose to enroll full-time or part-time depending on their needs. Many take one or two virtual classes to create a more flexible schedule. This flexibility allows students to attend the Warren County Career Center, maintain a part-time job, or balance academic and personal responsibilities. Virtual education allows for these opportunities while still providing access to the full range of district resources and supports.

Key benefits include:

- Flexible pacing and personalized learning paths
- Expanded access to electives and specialized coursework
- The ability to take both in-person and online classes
- Participation in sports and extracurriculars at the home school
- A Warren County School District diploma upon graduation

Parents and guardians are vital partners in supporting student success and are expected to help monitor daily progress and maintain communication with teachers.

To learn more or enroll, contact your school counselor or principal, or call 814-723-0574.

Title I Schoolwide Programs

Title I Coordinator: Mrs. Lynn Shultz

Contact Information:

Phone: 814-723-6900 • shultzl@wcsdpa.org • 6820 Market Street • Russell, PA 16345

WCSD Central Office

What is a Title I School-wide Program?

Title I is a 100% federally funded supplemental education program providing financial assistance to schools to improve educational opportunities for children. Title I programs are designed to help children meet the challenging state academic standards in English language arts and math.

Components of a Title I School-wide Program:

- All Title I schools must complete a needs assessment and develop a comprehensive school-wide plan.

- This plan must identify school-wide reform strategies aligned with the needs assessment, which are research-based and provide opportunities for children to meet the state's standards.
- Every Student Succeeds Act (ESSA) amended the Elementary and Secondary Education Act of 1965 and requires all teachers in the Commonwealth public schools continue to meet Pennsylvania's statutory and regulatory requirements related to appropriate certification of school personnel.
- High quality ongoing professional development designed to address the needs of the school.
- Strategies to increase parental involvement.
- Strategies to help students transition from early childhood to kindergarten.
- Teachers are involved in the use of assessments and decisions are data driven.
- Timely academic assistance is provided for students who are experiencing difficulty attaining proficiency. Coordination and integration of federal, state, and local resources and services.

When and where does instruction take place?

Students receive in-class assistance and/or intensive small group, pull-out instruction from a highly qualified educator during the school day.

What is a Parent and Family Engagement Policy?

Section 1116 of the Every Student Succeeds Act (ESSA) requires schools to provide opportunities for parents and family members to be partners and decision-makers in various aspects of the Title I program. WCSD's elementary schools provide outreach to all parents and family members, implement programs, activities, and procedures for the involvement of parents and family members, and plan meaningful parent and family engagement objectives with input from the parents.

Each elementary building in Warren County School District has a Parent and Family Engagement Policy. The District policy sets the expectation and establishes the framework for parent involvement at each building. A school level policy explains how each school will involve parents in their child's education. The Parent and Family Engagement Policy was developed with input from parents. It is reviewed and updated annually. The Parent and Family Engagement Policy is available at each elementary school building and on the District website.

What is a Home-School Compact?

The Home-School Compact states the goals and responsibilities of both the parent and school, which are necessary to provide a quality education. Each school in the District has a Home-School Compact, which is distributed to parents. The Home-School Compact was developed with input from parents. It is reviewed and updated annually.

How can parents and guardians help?

Participate in your child's education by:

- Attending school events
- Talking about homework with your child
- Showing your child how homework relates to daily life
- Joining the school's Parent-Teacher Organization
- Parents may request to be on Title I school-wide committee. By doing so you will attend Title I committee meetings for your child's elementary school. At these meetings, parents and educators will be given the opportunity to:
 - Determine Title I Program Goals
 - Plan, Implement and Evaluate Title I Programs
 - Revise the Parent and Family Engagement Policy and Compact Plan and attend various parent training sessions
 - Help develop an annual evaluation of Title I programs for all WCSD elementary parents
- Be aware of your child's performance by:
 - Attending parent-teacher conferences.
 - Requesting additional meetings, if needed.
 - Keeping teachers informed about events and issues that may affect your child's work or behavior.

Parent involvement is a vital component of our Title I program. Upon review of our Title I documents or the program itself, please feel free to email the Title I Coordinator or your building principal with questions, concerns, and suggestions.

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends an elementary school in the Warren County School District which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At WCSD, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These

regulations allow you to learn more about the training and credentials of your child's teacher. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived; and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out
- Information on required assessments that include
 - subject matter tested; purpose of the test;
 - source of the requirement (if applicable);
 - amount of time it takes students to complete the test; and time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking skills needed to succeed in school and beyond. This commitment includes making sure all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the building principal where your child attends school or email Lynn Shultz, Title I Coordinator at shultzl@wcsdpa.org.

Sincerely,
Lynn Shultz
Director of Curriculum, Instruction, and Assessment
Title I, Title II, Title IV
Warren County School District
(814) 723-6900 ext. 1052

Homework

A student's first and most important responsibility is keeping up with daily lessons. It is the responsibility of any pupil legally absent from school to make up any schoolwork missed in his/her classes. Furthermore, it is the student's place to contact his/her teachers, without waiting to be reminded. Generally, a student who is absent for a reason such as educational travel is extended the privilege of making up his/her work. Please do not plan absences during State Assessments.

For a prearranged absence: If you know ahead of time your child is going to be missing school due to surgery or hospitalization, pick up a homework form in the office and fill it out in order to get the homework before he/she leaves school for that period of time. If you are taking your child out of school for an educational trip, you must receive permission for the trip in advance. There is a form which must be signed by both you and your child requesting this permission and agreeing to complete assigned homework. This form can be obtained in the principal's office.

The following procedures are suggested for an extended illness, where the student is able to study at home:

- Assignments are not collected for absences of one or two days. For each day of absence, the student has one day to make up the missed work. Example: A student has been absent for two days. That student has two days after returning to school to make up all missed work.
- If a student will be out three or more days, arrangements can be made with the Guidance Office to collect assignments. The home may telephone the Guidance Office to request assignments, which may be picked up at an arranged time. At least 24 hours' notice is necessary to assure assignments have been delivered to the Guidance Office. Please pick up the work promptly at the arranged time.
- If you request the work to be sent home with another student, you are asked to: select a responsible student;
- speak with the student personally so the student agrees to the arrangement and is aware of the responsibility;
- remember, it is asking a great deal of a student to carry all his/her textbooks as well as your child's. Please avoid this whenever possible.
- See that your son or daughter does indeed take the time to do the work you requested. If your child does not do these assignments while at home, we will not be able to send work the next time it is requested.
- It is still your child's responsibility to see each teacher when returning to school to:
 1. turn in completed work to the teachers.
 2. ask if there are other things of which he/she needs to be aware.

Home Access Center

Parents can access attendance, grades, homework assignments, and teacher messages through the District's website at www.wcsdpa.org. Parents have been assigned specific passwords that may be obtained from the school's office.

Guidelines for Parent – Teacher Contacts

Teachers are pleased to discuss with parents any questions or concerns about their child or an educational program; however, the educational program functions best with the fewest interruptions.

We encourage your cooperation in following basic guidelines to effectively communicate with school personnel:

- Parents/Guardians should communicate first with teachers regarding classroom questions and concerns.
- Appointments for private conferences with teachers should be made in advance by contacting the secretary of the building. Classroom visits by parents must be scheduled in advance.
- All visitors to the school are to report to the Office to sign-in and obtain a visitor's badge.
- Questions and concerns which cannot be resolved through communication with the teacher should be taken to the building principal.
- Parent-Teacher Conferences are conducted yearly. Please refer to the school calendar for exact dates.

Custodial Rights

The school District will direct all communication to the student's natural parents or guardians. When custodial rights are changed from both natural parents to another arrangement of guardianship or custodial care, the school should be presented with legal documentation. Court Orders of this nature should be registered with the Administrator of the building. The school may request notarized statements where custodial arrangements are informal.

Legal Parents/Guardians not living at the same address as the student may request school information by contacting the building secretary.

Grading and Assessment

A nine-week system of grade reporting will be in effect for all students. The system will contain the following components:

- Mid 9-week progress reports are sent home for all students in grades 3 through 12.

- Report cards are provided to all students at the end of each 9-week grading period.

Grades K through 2 – Standards-Based Report Cards

Kindergarten through second grade students will be graded using a standards-based report card. A standards-based reporting system is designed to inform parents/guardians about their children's progress toward specific learning standards set forth by the Pennsylvania Department of Education and adopted by the District. Various tools may be used to gather evidence of student performance including traditional assessments, teacher observations, and student work.

The following are used on the kindergarten through second grade student's report card to indicate the level of performance in relation to the standards:

- Proficient (P): A student earning proficient consistently demonstrates an understanding of grade level skills and concepts and requires minimal support.
- Developing (D): A student earning developing has not yet met the standard but is progressing towards achieving and learning end-of-year grade level concepts and requires some support.
- Emerging (E): A student earning emerging demonstrates a lack of understanding and the ability to apply concepts and requires significant support.

Grades 3 through 12 – Percentage Scale

The following are used on the third through twelfth grade student's report card to indicate level of performance:

- 100 – 93 –Superior
- 92 – 84 -- Above Average
- 83 – 70 – Average
- 69 – 60 --Below Average
- 59 – 40 –Failing

The lowest a 9-weeks grade can be is 40%; however, this does not prevent a teacher from scoring tests and assignments at less than 40%.

Other grades may include:

- F Fail
- P Pass
- INC Incomplete
- M Medical
- WF Withdrew Failing
- WP Withdrew Passing

- AUD Audit

Grades 9 through 12 – Final Exam

All classes in grades 9-12, except for Art, Music, Physical Education, shall have a final exam. The weight of the final examination will be 10% of the final grade.

Grades 6 through 12 – Honor and Honor Merit Roll

Honor and Honor Merit Roll will be awarded at each nine-week grading period.

- Honor Roll: An average of 84%, with no rounding up nor with any grade below a 75%, constitutes Honor Roll status.
- Merit Honor Roll: An average of 92%, with no rounding up nor with any grade no grade below a 75%, constitutes Merit Honor Roll status.

Retention and Acceleration

It shall be the general policy of the District to assist and encourage each student to progress in a continuous growth pattern of academic achievement in harmony with his/her normal social and emotional development. Most students will require the normal allotted time to progress through the nine-year kindergarten/middle curriculum. In arriving at the decision for either acceleration or retention of students, there should be a combined view of the teachers, principal, and others.

Retention

For children in jeopardy of retention, a minimum of three (3) school conferences between such interested persons shall occur to reach a combined view. The first conference must occur before the end of the second full week in March and parents/ guardians of children in jeopardy will be invited to those conferences. Results obtained from various tests and class work assignments will be important factors in the decision. It will be the building principal's responsibility to make the final determination.

Concurrent with a recommendation to retain, a plan to ensure proper remediation during the next school year is to be developed by teachers, administrators, counselors and the parents of the involved student.

Acceleration

The District believes all students should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers in order to meet their unique, academic needs.

The District may use acceleration strategies in two categorized areas.

- Whole-grade acceleration: The practice of assigning a student to a higher grade level than is typical for his/her age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.
- Individual subject acceleration: The practice of assigning a student to a higher grade level for a particular subject or subjects than is typical for his/her age for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.

Any student may be referred for acceleration through a written request to the building level principal. Grade level and subject level acceleration shall only be considered when the needs of the student cannot be met through classroom differentiation, and the student is performing at least two years beyond grade level expectations and is showing readiness two years above the assigned instructional level.

The Superintendent or his/her designee is authorized to develop administrative procedures associated with this policy.

Adoption Date

- November 8, 1999

Latest Revision Date

- June 12, 2017

Dual Enrollment

The Warren County School District has several partnerships with universities to offer college credits to high school students through Dual Enrollment. This program provides an opportunity for students to take college courses while still in high school. The courses count for both high school graduation credit AND college credit and are offered at a discount which helps students reduce their future college course loads and tuition costs. The Warren County School District reserves the right to decide which Dual Enrollment courses will be considered a core credit versus an elective credit. Students are encouraged to speak with their counselors and/or building principals regarding Dual Enrollment opportunities.

Incomplete Work

A student who receives an Incomplete (I) has 4 ½ weeks to make up the incomplete work.

- The student will receive a grade of Incomplete (I) for the 9-week grading period during which the course work was incomplete.
- The student will be referred to an appropriate staff member regarding the incomplete work.

- The student will be given the opportunity to make up his/her work within the first 4 ½ weeks of the following grading period.
- The student who does not complete the make-up work within the 4 ½ week period will receive a 0% for any unfinished work. A final marking grade will be assigned at the end of the 4 ½ week period.
- Time extensions may be approved by the principal.

National Honors Society

Membership in the National Honor Society (NHS) is both an honor and a responsibility. Members are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character that were the basis for selection. According to the National Constitution, all members are to maintain the standards by which they were selected: performance at or above the required GPA, demonstration of service and leadership within the community, and an outstanding record of conduct and behavior.

All WCSD NHS chapters perform one selection process per academic year. Selection occurs after the third marking period for sophomores, juniors, and seniors. NHS membership is open to qualified sophomores, juniors, and seniors after the third marking period of the academic year. Academic selection includes required prerequisite conditions and elements of the WCSD College and Career Readiness requirements.

Membership in the National Honor Society is a permanent condition unless a student's performance falls below the standards by which he or she was selected. To this end, chapters may not ask students to reapply on a yearly basis. This circumstance does not preclude a chapter's Faculty Council from requesting that students verify that they are still meeting the criteria for selection. However, this process must not be interpreted as a formal return to the selection process with the student's continuing membership in doubt. An active member becomes a graduate member upon graduation from high school. Only if a student is dismissed or resigns is the student's continuing membership in the Honor Society ever to be curtailed.

Additional information can be found in the Warren County School District Bylaws for National Honor Society and Policy 10495.

Cheating

Any student caught cheating is to be given a zero for that assignment. The details of the incident will be placed in the student's file. The teacher will inform the student's parents/guardians and administration.

Graduation Requirements – Policy 9734

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the student's interest and needs by the awarding of a diploma.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board.

Credit Requirements for Grades 9 through 12					
Class of 2026		Class of 2027		Class of 2028 and Beyond	
27 credits		28 credits		29 credits	
English	4.0	English	4.0	English	4.0
Math**	4.0 or 3.0	Math*	3.0	Math*	3.0
Science**	4.0 or 3.0	Science*	3.0	Science*	3.0
Social Studies	4.0	Social Studies	4.0	Social Studies	4.0
		Personal Finance	1.0	Personal Finance	1.0
Physical Education	1.0	Physical Education	1.0	Physical Education	1.0
Health	0.5	Health	0.5	Health	0.5
STEM or Computer 9	0.5	STEM or Computer 9	0.5	STEM or Computer 9	0.5
Electives	9.0	Electives	10.0	Electives	11.0
College and Career Readiness	1.0	College and Career Readiness	1.0	College and Career Readiness	1.0

*It is recommended that any student who is considering post-secondary education take four (4) years of math and four (4) years of science coursework. Additionally, it is recommended to include at least two (2) consecutive years of a world language course as elective credits.

**If the student is not taking four (4) credits in either math or science, it will be necessary to take an additional credit in elective coursework.

To graduate from the Warren County School District, students must meet state assessment requirements. In addition, all students must complete the state-mandated college and career readiness requirements as part of their district graduation requirements by the end of their junior year.

The fourth year of high school shall not be required for graduation if a student is exempt from the compulsory attendance requirements because the student is eighteen years old or holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school. Any part-time enrollment shall be governed by Policy 10120.

Students receiving educational services pursuant to a Gifted Individualized Educational Program (GIEP)

under Chapter 16 of the State Board of Education regulations may receive modification. Graduation requirements outlined in this policy may be modified on an individual basis for gifted students as specified in their GIEP. If a student's GIEP includes modifications to these requirements, the GIEP will take precedence. However, all gifted students must still fulfill the total required number of graduation credits or an equivalent standard to graduate.

Students with disabilities who successfully complete a special education program designed by an Individualized Education Program (IEP) team in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA) and this policy shall receive a regular high school diploma from the District.

The Superintendent or his/her designee is authorized to develop procedures for implementation of this policy.

Grading & Reporting System – Course Challenge – Policy 9755

- Students in grades 9-12 may challenge a course, i.e., they may request to be assessed in the content and standards of the course in order to receive credit toward graduation and a grade applied to the calculation of the G.P.A. and not enroll in the course.
- The student may be assessed using a variety of tools including tests, papers, oral presentations, and projects.
- The final course challenge grade will be the average of the scores of the various assessment tools used.
- A student must have at least an 84% grade to successfully challenge a course.

Commencement

Senior students who have not completed all District and/or school requirements three (3) days prior to graduation will be ineligible for participation in District commencement exercises in June.

Upon completing said requirements and after providing sufficient evidence to the proper authorities all such requirements have been met, a diploma will be issued with the next year's graduating class.

Physical Education Guidelines

Our philosophy for Physical Education and your child is to get them as active and involved as possible while making them feel comfortable participating in a Physical Education class. We expect the students to perform to the best of their abilities.

Students are to have clothing appropriate to wear in physical education class. Appropriate clothing includes shorts or sweatpants (without zippers or buttons), T-shirt or sweatshirt, and gym shoes or sneakers which must be secure to the foot with laces to provide support and traction when engaged in activity. All PE clothing must follow the WCSD dress code.

PE students are graded in the following categories:

Grading Category	Full Credit	No Credit
Preparation	Appropriately dressed for physical activity as stated above.	Not dressed for physical activity as stated above.
Participation	Consistently participates, motivated, and shows outstanding effort.	Refuses to participate, requires continuous re-direction, shows little or no effort.
Skills	Demonstrates understanding of activity skill, strategy, and rules.	Demonstrates little or no understanding of activity skill, strategy, or rules.
Sportsmanship	Accepts decision of refs/teacher, follows safety rules for activity, demonstrates respect for others, and works well with a team.	Student is uncooperative, demonstrates a lack of respect for peers or classroom teacher. Demonstrates unsafe behavior.

Only a physician's excuse will be acceptable for students who must be excused for an extended period of time. If the student is excused from physical activity with a doctor's note a grade of Medical will be assigned. To return to physical activities, the student who has been excused for medical reasons must have a release from the physician's office.

STUDENT SERVICES

Child Find

The Individuals with Disabilities Education Act (IDEA) includes the child find mandate.

The Child Find mandate applies to all children who reside within a State, including children who attend private schools and public schools, highly mobile children, migrant children, homeless children, and children who are wards of the state (20 U.S.C. 1412(a)(3)). All students entitled to FAPE and all the rights and procedural safeguards under the Individuals with Disabilities Education Act (IDEA) and Chapter 14 of Title 22 of the Pennsylvania Code may remain enrolled in public school until they turn 22 years of age.

Who is Covered by Child Find?

Children with disabilities from birth until they turn 22 years of age. This includes children who are being home educated or who are in private school.

Child Find requires school districts to have a process for identifying and evaluating children who may need special education and related services, such as counseling or speech therapy. Even infants and toddlers can be evaluated. After eligibility is determined, an eligible student can receive support for learning disabilities and developmental delays through the government's early intervention programs.

Parents whose children do not attend public schools may not know what kind of help is available. Schools use various methods to reach those families. Outreach efforts can include local media campaigns, notices to parents, and notices posted in public places.

Does Child Find mean the school has to agree to every request for an evaluation?

If the school has reason to suspect a child has a disability, the school must agree to complete an evaluation. For example, a child's teacher or parents may have concerns about a child's learning and request an evaluation. In accordance with IDEA, the school must consider the request.

Parents may initiate an evaluation at the public's expense of their child by calling the Office of Pupil Services. The school does not have to agree to every request for evaluation however the school is responsible for facilitating a screening meeting to review the parent's concerns.

Depending on a child's educational needs, the specialists may include a school psychologist, certified school nurse, speech & language pathologist, assistive technology, occupational therapist, physical therapist, principal/special education supervisor, teacher, and/or special education teacher. Eligibility determination is made during the evaluation process. If eligible, the evaluation also assists in determining a child's program placement and services. The district offers a continuum of programs and services to support children with special needs. In addition, parents will assist in developing an Individualized Educational Program (IEP) for their child.

The district offers a full continuum of services for children with special needs. Programs and services available include.

Early Intervention	An ongoing system to locate, identify, and evaluate young children, ages three through kindergarten-eligible age, with special needs likely to interfere with learning and development
Learning Support	For students with a disability whose primary identified need is academic learning
Emotional Support	For students with a disability whose primary identified need is emotional support
Blind & Visually Impaired Support	For students with the disability of visual impairment including blindness

Deaf & Hearing-Impaired Support	For students with the disability of deafness or hearing impairment
Physical Support	For students with disabilities of orthopedic or other health impairment
Autistic Support	For students with the disability of Autism
Life Skills Support	For students with a disability focused primarily on the needs of students for independent living.
Multiple Disabilities Support	For students with multiple disabilities
Speech/Language Support	For students with a disability of speech and language impairment

Early Intervention Services (age 3 to kindergarten-eligible age)

Parents of pre-school children should contact the Early Intervention office. Teachers and other staff members with similar concerns may make referrals through the school office.

Gifted Education

Parents are advised that opportunities are available through the district's Gifted Support Program for students who may be mentally gifted. Chapter 16 of the Pennsylvania School Code governs parental rights to these programs. If parents feel that their child may be gifted, they should contact the principal of the school that their child attends to initiate the evaluation process.

Chapter 15/Section 504

In compliance with state and federal law, the district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To qualify as a protected student with disabilities, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protect students with disabilities, contact the principal at your child's school.

English as a Second Language (ESL)

In compliance with state and federal law, the district will provide an appropriate planned instructional program for identified students whose primary language is not English. To qualify, the student must have a dominant language other than English. That language must substantially limit progress with learning.

The district guarantees students enrolled in the EL program will have access to the school's curriculum, including career/vocational educators and technology (e.g., guidance materials,

registration handbooks, career materials available for selection, student scheduler, check lists, handbooks).

Special Needs of Parents

Parents needing school/home information in large print, on audiotape, or in another language should ask their child's principal to plan to accommodate their needs. The same procedure applies if a parent requires TTY capabilities when communicating by phone, the services of a translator, the assistance of an interpreter, or any other special accommodations.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Please refer to the district policy 10920 Family Educational Rights and Privacy Act (FERPA) for additional information.

For further information on the coalition procedures and provision services, contact the Office of Pupil Services.

Warren County School District
Office of Pupil Services
6820 Market Street
Russell, PA 16345
814-723-6900

Notice Regarding Retention and Destruction of Special Education Records

Personally identifiable information is no longer relevant to and necessary for the provision of special education and services to a student who has attended the district shall be destroyed annually. However, a written record of a student's personally identifiable information, such as name, address, telephone number, grades, attendance records, classes attended, grade level completed and year completed, shall be maintained for one hundred years beyond the date the student attains the age of twenty-four years.

The district will destroy all special education records, except for the personally identifiable information as listed above, for all students eligible under the Individual's with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973 who were born before the year 1997. These records will be destroyed on October 1. Those who want to claim their special education records prior to the date of destruction must contact the Office of Pupil Services at

814-723-6903, 1039 to make an appointment to secure their special education records at 6820 Market Street, Warren, PA 16345.

The district's Board of Directors defines "special education records" as follows: "Special Education, Gifted Education and Chapter 15/Section 504 Service plan documents, consistent with the definition of "education records" in 34 C.F.R. part 99, which include in this context but are not limited to: Permission to Evaluation (Consent), Permission to Evaluate (Request), Permission to Re-evaluate (Consent), Permission to Re-evaluate (Request), Gifted Written Report, Evaluation Report, Re-evaluation Report, Individualized Education Programs, Gifted Individualized Education Program, Invitation to attend IEP meeting, Invitation to attend GIEP meeting, Notice of Recommended Education Placement, Notice of Recommended Assignment, Chapter 15 (504 Service Agreement), and other related documents and records which have been maintained by the District and were considered by the District and/or the IEP team in making any FAPE decision, including but not limited to decisions regarding eligibility, evaluation, necessary services and accommodations, content of individualized education programs and/or Section 504/Chapter 15 service plans, placement, etc., of any eligible student."

Special Education Program Child Identification Activities

Programs and Services

The district conducts identification activities for the purpose of providing an education for all children, including those who would benefit from special education.

Special Education refers to specially designed instruction, at no cost to parents, to meet the unique needs of students with disabilities and the needs of students who are gifted.

A continuum of special education services and programs are available within the district to meet the needs of exceptional students. Programs are also available outside of the district when a student has been determined to need such programming.

1. Early intervention

- a. An ongoing system to locate, identify, and evaluate young children, ages 3 through kindergarten-eligible age, with special needs likely to interfere with learning and development.

2. Learning Support

3. Life Skills Support

4. Emotional Support

5. Sensory Support

- a. Deaf or Hearing Impaired Support programs for exceptional students who are deaf or hearing impaired

- b. Blind or Visually Impaired Support Programs for exceptional students who are blind or visually impaired
- 6. Speech and Language Support
- 7. Physical Support
- 8. Autistic Support
- 9. Multiple Disabilities Support

Referral

Parents of school-age children concerned about their child's ability to learn, emotional development, or physical needs should contact the principal or counselor in the child's school. Parents may request a screening or evaluation of their child be conducted. Forms are available at each school. Parents of pre-school children should contact the Early Intervention Office in Edinboro. Teachers and other staff members with similar concerns may make referrals through the principal.

Screening activities are held in the district on an ongoing basis. The purpose of the screening is to identify students who may need an evaluation. This includes a review of achievement data to investigate academic concerns related to possible gifted and/or learning needs.

Confidentiality

The district protects the confidentiality of personally identifiable information regarding an exceptional student, a student thought to be exceptional, or an eligible young child or a thought-to-be eligible young child. Parents, or their designated representative, have access to the education records of their children.

Printed information regarding available special education programs and rights to due process is available in the school office or at the district's central administration office.

Education for Homeless Children and Youths (EHCY)

The Education for Homeless Children and Youths (EHCY) program, authorized under the McKinney-Vento Homeless Assistance Act (McKinney-Vento Act), and Title I Part A provide students experiencing homelessness with protections and services to ensure they can enroll in and attend school, complete their high school education, and continue on to higher education — their best hope of avoiding poverty and homelessness as adults. The Every Student Succeeds Act (ESSA) amended the McKinney-Vento Act, and changes made by the ESSA took effect on October 1, 2016.

The McKinney-Vento Act defines homeless children or youth as, individuals who lack a fixed, regular, and adequate nighttime residence...; and includes –

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and,
5. "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

Unaccompanied Youth

An unaccompanied homeless youth is a youth who meets the definitions of unaccompanied youth and homeless included in the McKinney-Vento Homeless Assistance Act (42 USC §§11431-11435, 2001). The Act defines unaccompanied youth as, "a youth not in the physical custody of a parent or guardian"

(42 USC §11434a(6), 2001). This means that the youth are not living with a parent or guardian and includes youth who are residing with a caregiver who does not have legal guardianship and youth who are living on their own.

To be eligible for services under the McKinney-Vento Act as an unaccompanied homeless youth, the student must lack a fixed, regular, and adequate nighttime residence, and not be in care of the parent/guardian –

- children under the age of eighteen living with someone other than parent/legal guardian.
- children over the age of eighteen who have been “kicked out” of their home or left due to safety reasons.

Enrollment

Children and youth in homeless situations can stay in their school of origin or enroll in the public school district in which the student is living.

If a dispute arises over school selection or enrollment in a school:

1. The homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
2. the parent or guardian of the student shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or student to appeal the decision;
3. the student, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the appeal process as expeditiously as possible after receiving notice of the dispute; and
4. in the case of unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

If the district seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, the school district shall inform the parent or the unaccompanied youth of the right to appeal.

Resources

A link to the PA Homeless Basic Education Circular (BEC)

<https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx>

Pawsitive Support

The district implemented the PAWSitive Support program in July 2022. The PAWSitive Support program includes five therapy dogs and five handlers.

The specific goals of the PAWSitive Support program are to:

- Increase empathy and compassion in all students;
- Help students connect with something in the school setting and reduce anxiety; and
- Support academic performance, while increasing confidence and self-esteem.

Our therapy dogs are certified through the New Hope Assistance Dog program (NHAD). Each dog must pass the NHAD temperament evaluation for suitability to become a certified therapy dog. The test includes the evaluation of each dog's behavior around people in a variety of settings. Each handler also participates in extensive training prior to assuming the role of a handler.

WCSD has specific guidelines to meet cleanliness grooming requirement, regular veterinarian checks, and annual evaluations.

The district provides parents with an annual notice and permission form to allow a child to interact with a therapy dog. Any parent registering as a student after June 1, 2022 will complete the PAWSitive Support permission form during the enrollment process.

(Reference WCSD Policy 9115 and 10950)

Nutrition Group

CEP Community Eligibility Provision Program

For the 2026-2027 school year ALL WCSD Schools have been approved for CEP Meals. ALL students will receive one free reimbursable breakfast and one free reimbursable lunch per school day at NO COST.

Parents may still wish to deposit funds into a child's account in case they wish to make a la carte purchases or pay outstanding balances from previous years. Please note that students must take the required components of the reimbursable breakfast and lunch to receive at no cost. If a student wishes to select options that do not make a meal, they will be charged a la carte prices and must have sufficient funds in their student account to do so. Students who do not have sufficient funds on their account or cash in hand will be denied these non-reimbursable choices. For example, a student cannot receive just a milk at no cost as they must take two other components for breakfast OR three other components for lunch. Students who prefer to bring a packed breakfast/lunch, may receive the required components of the meal at no cost. (Example: fruit, vegetable and milk).

Menus and Choices

Breakfast and Lunch Menus are found on the schoolcafe.com website. This website is your one stop for all menus, nutritional information, free and reduced applications, and to make payments to the cafeteria accounts.

The Warren County School District school breakfast and lunch program operates an offer vs serve program. As stated on the menu each month, a lunch meal is made up of 5 healthy components which are protein, vegetable, milk, fruit or juice, and bread. The breakfast meal is made up of 4 components including grain/grain or grain/protein, protein/protein, fruit/juice and milk. This gives your child many choices to tailor his/her meal to their individual taste. Please note that while our staff can always make suggestions to students on taking fruits and vegetables with their lunch or breakfast, the state requires us to not force these items onto their tray. For a reimbursable lunch, 3 out of the 5 components must be selected with one of those being a fruit or a vegetable. For a reimbursable breakfast, 3 out of 4 components must be selected with one of those being a fruit/juice.

In addition to receiving one of the choices available, please remind your children that they are always welcome to purchase from the a la carte menu where they will find extra entrees, vegetables, fruits, juice, snacks, or water. Students must have cash in hand or sufficient money in their account to purchase any a la carte items. The a la carte menu is posted on the District website

Accommodating Children with Special Dietary Needs

Federal Legislation requires child nutrition programs to meet the needs of children who are considered handicapped and whose handicap restricts their diet. Schools may also make substitutions for non-handicapped students who are unable to consume the regular school meal because of medical or other dietary needs. Substitutions are made on a case-by-case basis only when supported by a medical statement. Medical statement forms are available in the school nurse's office. This form is also found on the District website. This statement must be completed by the child's physician and must include recommended alternate foods. If the request involves a food allergy or intolerance in which certain ingredients must be avoided, the food service director can simply review the product information and determine what items on the menu the child can have or cannot have. If the diet involves more complicated modifications to the menu, The Nutrition Group's Regional Dietician will set up a meeting with the parent to review the modifications. Being a vegetarian is a choice and not a special dietary need. We strive to offer vegetarian selections in each of our school cafeterias. Accommodating special dietary needs is a team effort. Parents must be involved with this process every step of the way. This can be a process that may take several weeks before it is finalized. **The Nutrition Group and the WCSD are able to handle any special dietary needs a student may require. Please contact the Food Service Director at 723-6900 ext. 1603 to discuss any special dietary needs.**

Payment Options

First and foremost, it is important to us that all students receive a healthy meal. Every student automatically has a cafeteria account in the WCSD point of sale system. This cannot be cancelled but can be completely controlled by the parent. There are various ways a student, parent, or guardian can pay for their cafeteria a la carte. Those who would like to pre-pay for their child's a la carte ahead of time, are welcome to do so using their student's cafeteria account system. Please remember ALL CHECKS should be payable to the **Warren County School District Cafeteria.**

1. Paying at school: Students are able to pay for any purchases daily by bringing money to school. Elementary Level money is collected in homerooms and then sent to the cafeteria. Middle and High Level Students pay their money at the cafeteria register at either breakfast time or during their own lunch service period.

2. Paying online with School Cafe: Online payments are also an option. This is for those parents wishing to make online payments and daily view their child's account history. To enroll today go to www.schoolcafe.com or call 855-729-2328 for assistance.

We recommend when sending money to school that parents send in checks and not cash. Although cash is accepted, a check is safer for the student to carry and easier to track. Anytime a parent is paying for cafeteria a la carte by check, please place the student's id number and school name in the note section of the check. This will ensure that the check will be deposited into the proper account. Again, please remember ALL CHECKS should be payable to the **Warren County School District Cafeteria.**

Cafeteria Account Flag Form

If you, as the parent, specifically do not want your child to use their cafeteria account for services or purchases, we can place a flag on their account that will restrict those choices. Please complete a Cafeteria Account Flag Form found on the WCSD website. Return the form to the Food Service Office. Your child's account will be flagged according to your wishes. Please note that Cafeteria Flag Forms do not carry over from year to year. A new form is required at the start of each school year. Due to the volume of flag forms received at the start of each school year, we ask that you discuss with your child what your purchase preferences are. Flag forms will take effect as of the date they are entered into the system and not the date of your signature. We will make every effort to have all flag forms activated by October 1, 2025.

Returned Checks

Checks returned for insufficient funds will be resubmitted to the bank one time by the WCSD Finance Department. If a check is returned a second time for insufficient funds, the deposit will be reversed in the student's account and parents/guardians will be notified.

Cafeteria Accounts Assigned

Individual cafeteria accounts are assigned to each student for accounting purposes and for the purchase of a la carte served in school cafeterias. Students may not use another student's account to purchase a meal or a la carte items.

UPDATED WCSD Charging Policy

All student cafeteria accounts for the start of the 2025-2026 school year will follow the updated Food Service policy #5506 adopted on by the WCSD Board of Directors. Parents and Guardians are encouraged to review the policy in its entirety. Individual accounts shall be assigned to each student for accounting purposes and to ensure the identity of each student is protected. This policy and any applicable administrative procedures shall be posted on the District's website; printed in the student handbooks provided to parents/guardians at the commencement of each school year or when a child enrolls in the District after the commencement of the school year;

and communicated annually to building principals, food service personnel, other appropriate school staff, and contracted food service providers and personnel.

INDIVIDUAL FOOD SERVICE ACCOUNTS (POLICY 5506)

1. Community Eligibility Program

The District participates in the Community Eligibility Provision (CEP). This program is available to schools and school Districts that are participating in the National School Lunch and School Breakfast Programs. Pursuant to this program, all enrolled students, District-wide, are eligible to receive a nutritious breakfast and lunch each school day at no charge.

2. Accounts

The District shall assign individual accounts to each student for the accounting of meals served in school cafeterias, which ensure that the identity of each student is protected. The District utilizes a point-of-service system. This system allows each student to be issued an identification number and also includes picture identification for most students. In addition to receiving a free breakfast and lunch, all students also have the ability to deposit money into their student accounts for use to make additional food, beverage, and a la carte purchases.

Parents or students can put money into their accounts by utilizing the following options:

- Putting cash into the account;
- Writing a check to be applied to the account; and/or
- Use School Café (www.schoolcafe.com) - a company utilized by the District through which parents can set up an online account to monitor their child's account and to use a debit/credit card or a bank transfer to put money directly into their child's account. School Café is the only mechanism through which debit/credit cards or bank transfers can be used to add funds to an account.

3. Charging Meals

Beginning with the 2023-2024 school year, charging additional food, beverages, or a la carte items that are not included in the free breakfast or lunch meal is not permitted. There must be sufficient funds in the student's account for all such purchases. Any positive account balance will remain with the student from year-to-year through graduation from high school, at which time any positive account balance over \$5.00 will be refunded to the parent/student.

4. Notification

This policy and any applicable administrative procedures shall be posted on the District's website; printed in the student handbooks provided to parents/guardians at the commencement of each school year or when a child enrolls in the District after the commencement of the school year; and communicated annually to building principals, food service personnel, other appropriate school staff, and contracted food service providers and personnel.

Adoption Date: August 8, 2011

Revision Date: August 14, 2023

To find out how to apply for SNAP or other assistance benefits, visit <http://www.compass.state.pa.us>, contact your local assistance office or call 1-800-692-7462.

Counseling Services

The Warren County School District Guidance Department believes a successful guidance program must address the educational, personal, social, and career developmental needs of all students. The School Counselors believe they have a primary obligation to the student, who is to be treated with respect as a unique individual.

The School Counselors' responsibilities encompass but are not limited to the following roles: maintain student records; counsel students regarding class schedules and graduation requirements; assist students with college/career decisions; provide financial aid information through materials, awareness of scholarship availability and/or workshops; provide supportive counseling for students with their personal problems; consult with parents, community agencies, administrators, and/or staff regarding students' individual needs; act as a liaison to help parents/students obtain viable community/school services; facilitate at meetings with the primary emphasis being placed on the individual student's needs.

The School Counselor will, at all times, maintain confidentiality of all information regarding all students and families. The exception to this rule is where a condition or situation suggests that anyone is in imminent danger.

STUDENT ASSISTANCE PROGRAM (SAP)

The Pennsylvania Student Assistance Program (SAP) is a team process used to mobilize school resources to remove barriers to learning or success. SAP is designed to identify academic, social, attendance, substance use, mental health, and other concerns which pose a barrier to student success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school.

The core of the Student Assistance Program is a professionally trained team, including school staff and liaisons from community drug and alcohol, mental health, or behavioral health agencies. SAP team members are trained to review incoming referrals, gather data, and make recommendations to support students in overcoming barriers to learning. These recommendations may include supports and services offered within the school or community. SAP team members do not diagnose, treat, or refer to treatment for behavioral health concerns. The engagement of students and families throughout the SAP process is essential. The SAP team will assist parents in accessing any recommended services and supports. Additional information is available from your school team or online at <http://www.pnsas.org>

SCHEDULE CHANGES

A student's class schedule may never be changed by anyone except the principal or a school counselor. Any student who needs a change of schedule must first speak with a school counselor. If the change of schedule is approved by the school counselor, signatures (parent, teachers, etc.) appear on a "Change of Schedule Request Form" before the change is permitted. Changes are subject to the following policies:

- Requested changes within the same course or track simply to be assigned a different teacher are not permitted. If a student enters a new course late, the teacher may, if he/she considers it appropriate, require that the student make up the work which was missed.
- Each department may set prerequisites for honors or advanced placement (AP) work. Because conditions are different in each department, these policies may vary. The department chairperson is responsible for procedures governing admission to honors or AP programs within his/her department.
- In any nine weeks, a student receiving a mark of I, indicating incomplete course work, must make up the work before the end of the following 4 ½ weeks. Failure to do so will result in the student receiving an "F". Exceptions may be made by the principal for severe illness or other unusual conditions.
- Any student who withdraws from a course after the first marking period will receive a grade of WP (Withdraw/Passing) or WF (Withdraw/Failing). A WF eliminates a student from the honor roll for that nine-week marking period.
- Any student who withdraws from a course prior to the first marking period will receive no mark.
- Any course changes will be accomplished within the first five days of school. Courses will only be changed due to mistakes in the schedule, educational reasons, or because courses are not able to be scheduled due to conflicts. If you are signed up for a course, and it is on your schedule, it will not be dropped or changed except for educational reasons.

SCHOOL HEALTH

The certified school nurses of the district work in partnership with parents to promote health and wellness for all children. To assist parents, information has been made available under the parent tab on the district's homepage.

Communication is of primary importance to allow the school nurse to meet the health needs of a student. A health record is maintained for every child until they graduate. Updates are needed on a regular basis to have the most current health information - surgery, injuries, serious illness, or any other medical condition that should be reported to the school nurse. In addition, any new medications or changes in medications given at home should be reported to the school nurse. This information may be phoned in, written, or emailed to the school nurse.

This information provided will assist you in helping us care for your child and remove barriers to learning.

I. The role of the school nurse

- Manage state mandated health screenings, including vision, hearing, growth, BMI, and scoliosis screenings.
- Provide care and case management for children with chronic health problems.
- Educate faculty and staff on student health issues.
- Maintain confidential health records.
- Assess and treat acute illness and injuries that occur at school.
- Health management of students with special needs.
- Administer medical treatments.
- Refer health concerns to professionals.
- Medication management and administration.
- Supervision of paraprofessionals on the health care team.
- Ensure compliance with state-required immunizations.

II. Immunizations

- An immunization series is required upon entry at any grade level.
- New immunizations may be required by the PA Department of Health.
- Immunization schedules are available on the district website, from the school nurse, primary healthcare provider, or the Pennsylvania Department of Health.
- Incomplete mandated immunizations will result in exclusion from school.

III. Health Screenings

The Pennsylvania Department of Health mandates the school provides the following annual health screenings.

a. Growth

- Height, weight, and BMI screenings. The district provides annual written parental notification of results.

b. Vision

- Screenings are completed every year. The district provides annual written parental notification of results.
- Abnormal results require a completed referral form to be returned to the school nurse.

c. Hearing

- Screenings are completed in kindergarten, 1st, 2nd, 3rd, 7th, and 11th grade, or as needed.
- Abnormal results will be referred.
- Completed referrals need to be returned to the school nurse.

- d. Scoliosis
 - Screenings are completed in 6th and 7th grade.
 - Abnormal results will be referred.
 - Completed referrals need to be returned to the school nurse.

IV. Exams

The Pennsylvania Department of Health mandates the following exams

- a. Physical Examinations
 - Examinations are required in kindergarten, 6th, and 11th grade.
 - Required forms will be sent home at the end of the previous school year to be completed by a licensed healthcare practitioner for the following school year.
 - Physicals may be completed one year prior to the required school year (July 1 of the year prior to kindergarten, 6th, and 11th grade).
- b. Dental Examinations
 - Examinations are required in 1st, 3rd, and 7th grade.
 - Required forms will be sent home at the end of the previous school year to be completed by a licensed medical provider for the following school year.
 - Dentals may be completed one year prior to the required school year (July 1 of the year prior to 1st, 3rd, and 7th grade).

If exams are not completed by your child's licensed healthcare practitioner your child will see the school provided physician for a physical exam and the school dentist for a dental exam.

V. The Treatment and Control of Head Lice (PEDICULOSIS)

The purpose of this information is to provide a set of unified directions for building administrators and the department of nursing concerning the treatment and control of head lice in the district. This supports the importance of educating members of the school community with the following:

- What are head lice?
- When should a student or adult be checked for head lice?
- Ways to prevent head lice.
- a. Information

All families will be provided an annual Head Lice letter at the start of the school year. The letter will provide information for parents to help detect head lice and outline treatment if live lice are discovered in a child's hair.

When should head inspections be done?

 - Parents should check their children for head lice frequently so that treatment may be done as soon as possible.
 - All staff who request their head be inspected for head lice will be granted this request by a school nurse.
- b. Positive Case of Head Lice - If a student is found to have live lice/viable nits (1/4 inch or less from scalp)

Every attempt will be made to contact the parent to inform them that their child has lice/viable nits.

- Educational information will be provided to the parent.
- The student may return to school the next school day after treatment and assessment by the school nurse/support nurse.

If a parent is unable to be reached, educational materials will be sent home with the student regarding head lice.

VI. Medications Policy/Procedure

Parents should confer with the child's licensed practitioner to arrange medication time intervals to avoid school hours whenever possible. When medication must be given during school hours, certain procedures must be followed.

For Prescription and Over-the Counter Medications

1. The licensed practitioner shall complete the practitioner section of the Student Medication Authorization Form – School Hours.
2. The parent must complete the bottom part of the Student Medication Authorization Form – School Hours.
3. A parent shall provide all medications to be given during school hours directly to the school nurse or school administrator.
 - a. Prescription medications must be brought to school in the original pharmaceutically dispensed and properly labeled container.
 - b. Over-the-counter medications must be brought to school in the original packaging.
 - c. Upon receipt of the medication, the school nurse will count the medication in front of a district employee to confirm quantity.
4. A medication log will be kept for any child receiving medication during school hours.
5. In the absence of the school nurse, the school administrator or their designee will administer the medication.
6. Self-Administration

The only medications a student may self-carry and self-administer are an asthma rescue inhaler, insulin, glucagon, and an epinephrine auto-injector. The student must have a provider's written order and parent permission to self-carry and to self-administer the medication. In addition, the student must show to the school nurse that they are responsible to safely self-carry and self-administer the medication. If the parent completes the proper permission and medical forms. Students may self-carry and self-administer:

 - a. an inhaler, Epinephrine auto-injector with or without Benadryl, and insulin (age appropriate) with proper approval (Student Medication Authorization Form) only; and
 - b. diabetes prescription medication.

VII. Topical Sunscreen Application

House Bill 1228 of 2018 allows a child to self-administer sunscreen and use protective clothing while in school without a licensed physician's note, permitting the parent complete the appropriate form and provides the principal's office with the completed form which attests to the following:

- The student knows the proper method of self-applying the non-aerosol topical sunscreen product.

- The student knows the proper safety precautions for the handling and disposal of the nonaerosol topical sunscreen product.

The school district maintains the authority to revoke or restrict the possession, application, or use of a nonaerosol topical sunscreen product.

VIII. Naloxone

Naloxone (Narcan) is in the nurse's office, each wall mounted AED unit, school office emergency bag, and each portable AED. AEDs and Naloxone are available for use during school sponsored athletic and band field activities.

***For school emergencies the school nurse has available to them:
AEDs, Stop the Bleed Kits, and Naloxone (Narcan).***

Required forms are included in the Forms Packet which is distributed to each student annually. Medical forms can also be obtained from the school nurse or visit the district's website, <http://www.wcsdpa.org> (click on "For Parents" then click on "Forms").

The safety of the students is of primary importance. Not following the procedure puts the students at risk for violation of the district's discipline code for possession and/or use of drugs. The district will adhere to established regulations and policy when managing a student found in possession of medication during school or a school sponsored extracurricular event.

U.S. ARMED FORCES RECRUITER

Federal Law requires schools to give student names and directory information to military recruiters and provide access to students by recruiters. If a parent wishes to have their child excluded from the list provided to the recruiters, they must submit a written request to the principal of the school no later than the first day of October.

NON-AEROSOL, TOPICAL, OVER-THE-COUNTER SUNSCREEN AND SUN-PROTECTIVE CLOTHING

- I. Outdoor Student Use of Sun-Protective Clothing - Each school shall permit students, when outdoors, to wear sun-protective clothing including, but not limited to, a hat during school hours, at a school sponsored event, or while under the supervision of school personnel (i.e., while on a field trip, during an outdoor extracurricular activity, etc.), so long as the clothing does not contain an inappropriate graphic or message and does not cause a disruption of the educational process or constitute a health or safety risk.

- II. Outdoor Student use of a Non-aerosol, Topical, Over-the-Counter Sunscreen Product During school hours, at a school-sponsored event, or while under the supervision of school personnel (i.e., while on a field trip, during an outdoor extracurricular activity, etc.), each school shall permit students, when outdoors, to use a non-aerosol, topical sunscreen product without a physician's note or prescription if all the following requirements are met:
- III. Additional Rules Governing the Possession, Application, or Use of Non-Aerosol, Topical, Over-the-Counter Sunscreen In addition to the above requirements, the following additional rules shall govern the possession, application, or use of a non-aerosol, topical, over-the-counter sunscreen. The student shall:
 - a. It is approved by the FDA for over-the-counter use for the purpose of limiting UV light-induced skin damage. This procedure does not apply to prescription sunscreen.
 - b. parent submits a form, as prepared by the district, to the principal attesting that:
 - i. the district is not responsible for applying the sunscreen or ensuring that the sunscreen is applied; and
 - c. the student has demonstrated to the parent that they can apply sunscreen independently.
 - d. The student submits a form, as prepared by the district, to the principal by attesting that:
 - e. the student understands the proper method to apply the sunscreen independently; and
 - f. safety precautions for the handling and disposal of the sunscreen.
- IV. Additional Rules Governing the Possession, Application, or Use of Non-Aerosol, Topical, Over-the-Counter Sunscreen In addition to the above requirements, the following additional rules shall govern the possession, application, or use of a non-aerosol, topical, over-the-counter sunscreen. The student shall:
 - a. always maintain care and control of the sunscreen;
 - b. not share sunscreen with any another person; and
 - c. not use sunscreen for any purpose other than its intended purpose of limiting UV light-induced skin damage
- V. The principal may revoke or restrict a student's ability to possess, apply, or use a non-aerosol, topical, over-the-counter sunscreen if any of the following occurs:
 - a. the student violates any requirement or rule stated in this procedure; and
 - b. the student demonstrates an unwillingness or inability to safeguard the sunscreen from access by other students.

The district shall provide written notice of any restriction to a parent. In addition, a student may be subject to discipline, pursuant to the district's discipline code (as set forth in policy 10510), for any violation of any requirement or rule stated in this procedure.

LIBRARY

Library services are available to help students find the resources needed to be successful during the school year.

Circulation Periods for Secondary

Books:	15 school days (may be returned to the library or to the book return box)
Periodicals:	5 school days (return to the library only)
Access PA:	Typically, 2 weeks depending on the lending library. We can borrow materials from 95% of all the school, public, academic and special libraries in the state of Pennsylvania!

Overdue, Damaged, and Lost Books

Notices for overdue books, periodicals, and reference books will be sent to homerooms on a monthly basis. Since all materials are stamped with the date due, it is the student's responsibility to return materials on time. Since these materials are highly used for reference, it is important that they be kept available for circulation. THE STUDENT WHO IS IDENTIFIED ON THE COMPUTER AS BEING THE LAST BORROWER OF LIBRARY MATERIALS WILL BE HELD RESPONSIBLE FOR FINES OR FEES. UNDER NO CIRCUMSTANCES SHOULD A STUDENT ALLOW SOMEONE ELSE TO SIGN OUT MATERIAL ON HIS/HER LIBRARY PATRON NUMBER. Students should check their books for damages and report them to the library staff before signing them out. Under no circumstance should a student or parent try to repair a damaged book. The library staff will make all repairs. If a book is badly damaged, the last borrower will be charged for its replacement.

Library Media Center Services

The Library Media Center provides the following services for students and teachers:

Destiny Online Catalog Access the library collection from any computer with Internet access. Students use their assigned computer username and password to access Destiny. It also allows them to request materials from any library in the Warren County School District, create lists of resources, download eBooks, write book reviews, and suggest new materials.

Mackinvia

Large collection of eBooks and audio books for elementary, middle, and high school students. They can be accessed through the MackinVIA app on the library page or through Destiny.

Online Subscription Databases

World Book Online: Online encyclopedia which offers magazine articles, video clips, primary source documents, timelines, and encyclopedia articles. To access these resources outside of the school District you will need the following username: wcsdpa and password: library

Gale Opposing Viewpoints:

Online resource covering today's hottest social issues, from capital punishment to immigration, to marijuana. This cross-curricular research tool supports science, social studies, current events, and language arts classes. It's informed; differing views present each side of an issue and help students develop information literacy, critical thinking skills, and the confidence to draw their own valid conclusions. Please contact your Library Media Specialist for the password.

Power Library:

This service is provided to you from the Pennsylvania Department of Education. POWER is the acronym for Pennsylvania Online World of Electronic Resources. It contains a large group of databases on a variety of subjects for elementary through college students.

Books and More in PA (formerly ACCESS PA):

Search virtually every participating school, public, academic, and special library in Pennsylvania. If you would like to request a book through BOOKS AND MORE IN PA, please see your library media specialist.

BrainPOP:

Database of informational and fun short videos. Please use your District credentials to login.

Turnitin:

Anti-plagiarism software used in classrooms across the District. You will need information from your teacher to set up an account.

Noodletools:

Citation generating software that also helps with writing notecards, outlines, and research papers. See your librarian or contact Jeanette Walter at walterj@wcsdpa.org for access information.

Check out each library's webpage to see more resources available to help students be successful.

Photocopying:

Students may have photocopies made of school related materials at no expense.

Digital Images:

Students may have access to a scanner, digital camera, and video equipment when it relates to school related projects.

TEACHERS' AUTHORITY

Teachers organize their classes within guidelines agreed to by the administration. You are expected to follow teachers' instructions to complete their course requirements. Disputes will be settled by the administration if students have questions regarding a teacher's regulations.

In the classroom, teachers will establish certain rules which they deem necessary in developing an atmosphere conducive to learning. It is the responsibility of each student to respect these rules as well as the general policies of the school. Conduct which interferes with maintaining a favorable school atmosphere will not be tolerated. Students are encouraged to exhibit good behavior and to practice the principles of good citizenship.

STUDENTS DRIVING AND PARKING PRIVILEGE REGULATIONS AND REGISTRATION

Students are granted driving and parking privileges following Policy 10515 and procedures established by the Superintendent. The Superintendent is also granted the authority to impose parking fees at his/her discretion.

Students are permitted to drive to school and park in the students' section of the parking lot provided the following guidelines are met.

- Students and parents of students intending to drive to school must read Policy 10515 in its entirety. Copies are available in the principal's office or the District Website.
- Students must provide proof of insurance, a valid driver's license, and a parking application signed by the student and parent.
- Students may be required to pay a non-refundable parking fee of \$25.00 per semester prior to receiving a District parking permit for the school year.
- Students wishing to drive/park at school must obtain a registration form from the principal's office. Students must provide proof of insurance, a valid driver's license, along with a parking application signed by the student and parent. Once submitted and approved this becomes the student's consent to all terms contained in Policy 10515 and associated procedures.
- Student vehicles shall only be parked in areas designated for student parking by the building principal.
- Students shall not loiter in the parking lot before or after school.
- Access to the vehicle during school hours will only be allowed after consent is given from the office.
- Students attending the Warren County Career Center (WCCC) are not permitted to drive to the WCCC without prior written approval from the principals of both buildings. An approved driving permit form must be on file in the high school's office or the WCCC.
- Students who leave the school property without permission will have their driving privileges revoked and be dealt with under the Discipline Code. Reckless driving

violators will also have their driving privileges revoked and will be reported to the local law enforcement agency.

- **Infraction Procedure**
 - 1st Offense – Verbal warning and parent/guardian contacted.
 - 2nd Offense – Student conference and written warning mailed to parent/guardian
 - 3rd Offense – Vehicle Ticket
 - 4th Offense – Vehicle towed, and parking privileges revoked

MONEY AND VALUABLES - Elementary

Students are asked to refrain from bringing large sums of money or valuables to school. If a student has occasion to do so, parents can help teachers by placing money in envelopes clearly marked with the child's name, the amount of money enclosed, and the purpose for which it is intended. The school is not responsible for theft or loss of any item. However, if something is lost or stolen, the incident should be reported to the office.

MONEY AND VALUABLES – Secondary

Students are asked to refrain from bringing large sums of money or valuables to school. If a student has occasion to do so, they are strongly urged to leave the money/valuables in the principal's office. The school is not responsible for theft or loss of any item. However, if something is lost or stolen, the incident should be reported to the office.

MANDATORY ATTENDANCE AT EVENING PERFORMANCES – POLICY 9515

The Board recognizes the value of students sharing their talents and skills with the community through public performance, as well as the necessity for these performances as a form of assessment in related courses. Therefore, the Board endorses mandatory performance by students in appropriate ensemble courses when they are a natural culmination of classwork. These mandatory performances are essential to the course requirements and failure to participate may result in an incomplete or failing grade.

The Superintendent or his/her designee shall develop procedures to implement this policy that includes the points listed below:

- The individual student and his/her parents/guardian must be informed of the mandatory participation component of a course when the student enrolls in the course.
- Students and parents must be informed in writing and in a timely manner of the time and place of the mandatory performance.

STUDENT SEARCHES

The District strives to provide a safe and tranquil learning environment. Without a prevailing sense of safety, students cannot effectively learn, and teachers cannot effectively teach. This

environment of safety is breached when students bring to school property items which break school rules and/or cause harm or disruption such as weapons and drugs.

Because students are not necessarily forthcoming and truthful about the possession of such harmful items, the District has occasionally found it necessary to search students' possessions, clothing and, sometimes, students' persons in order to preserve the safe learning environment. In carrying out these searches, however, the District also recognizes that students enjoy individual liberty rights and that students should not be subject to arbitrary searches without proper cause. The purpose of this Policy is to lend definition to the balance between the protection of the safe learning environment and the protection of students' individual liberty rights.

Searches of students and their belongings may occur when there exist facts, allegations, or circumstances that create a reasonable suspicion of:

- a. violation of school laws, rules, regulations or policy;
- b. Harm to student's self or another
- c. Harm to or theft of property; or
- d. Possession of instruments or materials used or potentially used in the behavior described in the preceding three subparagraphs.

The District acknowledges that it is impossible to make an exhaustive list of all facts, allegations, and circumstances which rise to the level of reasonable suspicion. However, by way of example, the District does provide the following list of circumstances which might rise to the level of reasonable suspicion:

- a. An odor of cigarette, marijuana smoke or other improper substance
- b. Secretive or furtive behavior and fleeing when approached
- c. Bulging pockets or other unusual clothing appearance
- d. Previous record of wrongdoing together with furtive or secretive behavior
- e. Accusation of wrongdoing from other students
- f. Observation of drug paraphernalia or other contraband near a student or
- g. Threats of physical harm making specific reference to a weapon.

Reasonable suspicion need not be based on a single factor. In determining whether it is appropriate to initiate a search, the District may take into account the totality of circumstances including historical events of which the District is aware. Additionally, when by a student's confession or by initial search the District discovers an improper item, the discovery of that item may, in and of itself, be reasonable grounds upon which to conduct a more extensive search.

The scope and the conduct of a search depends upon the circumstances that prevail in that particular situation. There exists a spectrum of search possibilities ranging from the minimally intrusive search, such as a metal detector search, to a more intrusive search such as examination of handbags, backpacks or pocket contents, to an even greater level of intrusion such as "pat-down" searches, with the spectrum terminating at the other extreme of "strip-body" searches.

While it is impossible to provide specific rules as to the breadth of any given search, District personnel should, in each given situation, take into account the age of the student, the nature of the offense, and the potential for the risk of harm to the student or to others. As a means of general guidance, it can be said that as the age of the student and the risk of the harm to self or others increases, the level of search intrusiveness that is warranted also increases.

Except in situations of emergency, it is the policy of the District that any search that involves the touching of a student's person be conducted by a school Administrator or teacher of the same gender as the student and that two school personnel (not necessarily of the same gender) be present at the time of such search. It is also the policy of the District that police may be involved, and confiscated items turned over to police as a result of searches performed and items discovered.

Random or General Searches

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives, or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when circumstances, information or events exist which tend to indicate an increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision. Such a search may include the use of a metal detecting device as point of entry search for all students, subject to the following requirements:

1. All students shall be searched unless the search area becomes too crowded, at which point students may be chosen at random by the employee conducting the searches.
2. Written notice that all students may be subject to point of entry search as a pre-condition of entry to a school shall be published annually in the Student Handbook, included as a part of the Student Handbook Acknowledgment Form, and posted prominently throughout each school.

Random or general searches for controlled substances may be conducted when circumstances, events or information exist which tend to indicate significant drug use, possession, or trafficking among students in school

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the District solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

Searches upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The District may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

Adoption Date: September 13, 1999

Last Revision Date: July 27, 2016

STUDENT LOCKERS

All student lockers are and will remain the property of the District. For the safety of the students, District employees, and school visitors, it is important lockers are not used as repositories for controlled or dangerous items such as drugs, alcohol, weapons, and the like. Accordingly, while students are assigned lockers for storing books, belongings, and coats, such assignment does not restrict the right of the school officials to examine the lockers at any time when they believe it necessary to ensure the safe operation of the school.

A student using a locker that is the property of the District is presumed to have no expectation of privacy in that locker or its contents. Search of such lockers is permissible by school authorities, without prior warning. In as much as the student is advised not to have an expectation of privacy in such lockers, it is suggested any item in which a student has an expectation of privacy be maintained upon the student's person or the student not bring such item upon school premises.

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 which 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 so as not to offend or slander others.

It is the responsibility of the student to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom themselves to meet fair standards of safety and health and so as not to cause substantial disruption to the educational process.
- Assume that until a rule is waived, altered, or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily except when excused and be on time to all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- Avoid inaccuracies in student newspapers or publications.
- Avoid indecent or obscene language.

GENERAL INFORMATION

Textbooks, Resources, and Equipment

Students are responsible for all WCSD textbooks, resources, and equipment issued to them. If a student loses or damages textbooks, resources, or equipment, an obligation form will be filled out and the student is responsible for the cost.

Permission to Leave the Classroom

If a student has occasion to leave a classroom, they must follow classroom procedures. Failure to do so may result in the restriction of privileges or disciplinary action.

Work Release and Working Papers

Only Seniors are able to participate in work release. All courses required for graduation must be scheduled before a senior will be allowed to go on work release. Students on work release must maintain passing grades or work release status may be revoked.

A letter stating the senior is permitted to participate in work release and/or is in good standing must be obtained from the following people prior to the senior beginning work release:

- Parent or Guardian
- Employer

- School Counselor

Working papers are issued in the principal's office. Applications may be picked up from the principal's secretary. When picking up working papers, students must be accompanied by parents/guardians and have proof of age.

Proof of age accepted when a student applies for working papers:

- Birth Certificate
- Baptismal Certificate with age indicated
- Other documentary evidence such as driver's license or permit (School records are not acceptable.)
- An affidavit of a parent or guardian accompanied by a physician's opinion as to the age of the minor.

Request for Field Trip (Non-District Event)

The parent and student shall complete the Field Trip (non-district event) form and provide the completed form to the principal no later than three weeks prior to the date of the event. The principal has the authority to deny the request for a field trip (non-district event) for the following reasons:

- set forth procedures are not followed;
- Inadequate information is provided (e.g., teacher signature(s) are not acquired);
- the event occurs during a Pennsylvania standardized assessment testing window;
- or
- the student is at risk due to truancy.

School-Sponsored Field Trips

At times, school District personnel may arrange for a School-Sponsored Field Trip during the school day which would require students to miss school. Students must obtain all assignments from teachers prior to the trip, and all assignments must be completed prior to returning from the school-sponsored field trip unless specific arrangements have been made with the teacher.

ACTIVITIES

Assembly Programs

Assemblies are scheduled for the enjoyment and cultural enrichment of the student body; hence, behavior during the assembly program should reflect the interest, courtesy, and attention for which Warren County School District students are noted. Distractive and disruptive behavior will not be tolerated and may result in the immediate removal of the offender(s) or termination of the

program. In addition, disciplinary measures may be pursued if the offense warrants further action.

Students Returning from an Event with Parent/Guardian

When district transportation is provided, a student may return home from an event with a parent/guardian under the following conditions:

- The student may only be released to their parent/guardian.
- The student is to submit to the principal a written request from his/her parent/guardian prior to the event signed by his/her parent/guardian. Upon approval by the principal, the principal will in turn sign the note and provide it to the staff. Approval shall be granted at the sole discretion of the principal.
- The staff will observe the parent/guardian accept the student prior to their return home.
- Under extenuating circumstances, staff may accept a written request from a parent/guardian for the release of his/her son/daughter at the site of an activity. Any such requests shall be granted at the sole discretion of the appropriate District staff.

Dances

Dances are conducted to enrich the social atmosphere for students attending school. The success of the dances is contingent upon students following the guidelines listed below.

- Guests who are not enrolled at a Warren County School District school may attend a dance if a Warren County School District student sponsors them. An Event Guest Permission Form must be submitted by the sponsoring student to a building administrator in advance of the event for authorization to be granted. A form for this purpose may be obtained from the Principal's Office. All approvals of outside guests are at the discretion of the building principal. If a student brings a guest to a dance without prior authorization, the guest will not be permitted to attend. A WCSD student may sponsor one guest per dance and is expected to accompany the guest for the entire evening.
- Students and their guest must sign-in at the dance. Once at the school dance, students should remain until the dance is over; however, if a student must leave early, they must sign out and note the time, and then depart from school property. Any student or guest leaving the building will not be re-admitted to the dance and will be required to leave school property.
- Any excessive display of affection by students will necessitate their being asked to leave the dance, and they may not be permitted to attend another dance for the remainder of the year. This is at the discretion of the principal.

- Any student or guest behaving in such a manner as to be in violation of the Warren County School District Student Discipline Code will be removed from the dance and asked to leave school property. Students of the Warren County School District will be held accountable for their behavior and appropriate disciplinary actions will take place as stipulated in the Discipline Code. Students and guests may be referred to local/state police agencies by school administration if their misconduct warrants it.
- Any student that is enrolled in a Warren County School and is requesting to take a guest that is enrolled in another Warren County School must get an Event Guest Permission Form from the principal's office. The student shall complete the form and submit to the building principal for approval. The WCSD Principal will contact the other WCSD Principal to determine guest approval.

Dance Guests Aged 21 and Older

Adult guests aged 21 and older have legal privileges that conflict with the rights and responsibilities of WCSD students under the Warren County School District Discipline Codes:

- The adult guest must be hosted by a member of the student body and remain in his/her company throughout the dance. Students hosting a guest will be responsible for their guests.
- The adult guest agrees to be bound by all aspects of the WCSD discipline codes during the time they attend the dance. The hosting student should provide the adult guest with a copy of the Discipline Code.
- Violations of the discipline code can lead to criminal charges being filed, if applicable, in addition to being removed from the dance.
- Adult guests must submit a notarized statement that they will abide by the discipline code, and understand they are under the authority of school District employees while participating in this school-sponsored event. This affidavit must be handed into the Principal no later than ten school days prior to the prom/dance. The required affidavit can be obtained at each high school's main office.
- Adult guests must present picture identification to be admitted into any WCSD dance.

Extra-Curricular Activities

Each school will have a variety of activities in which students may choose to participate. Any student desiring information about one particular activity should contact the advisor, coach, or office for details.

Fees will be charged for participation in athletics and co-curricular activities. No family will pay more than \$300.00 per year. The fees are as follows:

- High School Marching Band and Athletics are \$50.00 per activity.
- Middle School Marching Band and Athletics are \$25.00 per activity.

- Additional booster fee(s) may apply during the registration process as determined by each attendance area.

ATHLETICS

Athletic Courtesy and Sportsmanship

All students, whether players or spectators, should observe the rules of good sportsmanship and fair play. All students are expected to act in such a manner that they must be a credit to themselves, their school, and their community.

The following guidelines are taken from the PIAA Constitution and By-Laws, Article XIX, Section I. “Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify their principles in his/her own actions and earnestly advocate them before others.”

- The rules of the game are to be regarded as mutual agreements, the spirit of letter of which no honorable person could break. The stealing of advantage in sport is theft.
- No advantages are to be sought over others except those in which the game is understood to show superiority.
- Unsportsmanlike or unfair means are not to be used even when they are used by opponents.
- Visiting teams are to be honored guests of the home team and should be treated as such.
- No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one’s opponent or the public.
- Remember, a student spectator represents his/her school the same as the athlete.
- Any spectator who continually shows poor sportsmanship will be requested not to attend further contests.
- Decisions of officials are to be abided by, even when they seem unfair.
- Officers and opponents are to be regarded and treated as honest in intention. In games when opponents conduct themselves in an unbecoming manner, and when officers are manifestly dishonest or incompetent, future relationships with them should be avoided.
- Good points in others should be appreciated and suitable recognition given.
- The practice of “booing” is regarded as discourteous and unsportsmanlike.
- In addition, all PIAA and league rules for conduct will be enforced. These are posted at entrances to the gymnasium.

Attendance at Home Events

Students attending home events, athletic or otherwise, should remain within the gated or used area at all times. Students leaving an event will not be permitted to re-enter and will forfeit any entrance fee collected.

Co-Curricular Policy – Policy 10495

Student activities are an important part of the total school curriculum. Student activities provide opportunities for students to explore areas of interest and skill as well as opportunities to learn teamwork, sportsmanship, discipline, leadership, pride, and fairness. For the purpose of this policy, co-curricular activities are sponsored or approved by the Board but generally not offered for credit toward graduation. The Board acknowledges that in certain limited circumstances activities that would otherwise be regarded as co-curricular are sometimes offered for credit, such as the awarding of a physical education credit for participation in a sports activity. For the purposes of this policy, such activity shall still be regarded as a co-curricular activity even though an academic credit may be awarded for participation in it.

Participation in co-curricular activities is a privilege, offered to students, which carries with it the responsibility of good behavior. Students have no absolute rights or property interest in participation in co-curricular activities. This policy is intended to provide a general outline and code for the manner in which discipline and eligibility will be handled. The student is reminded, this co-curricular policy does not stand alone. Other District policy sections also relate to student conduct such as the Student Search Policy, the Discipline Policy, and the Transportation Policy.

This policy will govern behavior, eligibility, and circumstances for events occurring during school or school sponsored activity, during the time necessarily spent going to or returning from school or school sponsored activities, off school grounds at a school activity function or event, on school provided transportation, and during hours a co-curricular activity is taking place including overnight trips.

Additionally, this policy may apply outside of school property or school-related activities if there is misconduct causing a substantial disruption to the operation of the school, or the administration reasonably anticipates the conduct is likely to cause a substantial disruption to the operation of the school.

The following separate and distinct co-curricular rules and regulations are promulgated by the Board as follows:

- The eligibility of a student who has been absent from school during a semester for a total of twenty (20) or more school days shall be governed by Article III, Section 3 of the PIAA By- Laws.
- If a student is transferred to another school pursuant to Article II, Section 3 of Policy 10102 and for any reason returns to his/her school of origin within the same school year, it is the District's policy that the student shall be ineligible to

participate in PIAA athletics, only while the student is at the school of origin, for the remainder of the school year.

- Students who participate in co-curricular activities must meet minimum academic requirements to maintain their eligibility. An eligibility report will generally be prepared during each week of the school year which school is in session. An eligibility report will not be prepared during any time school is not in session due to holiday breaks, or otherwise. If an eligibility report indicates a student is failing any two (2) courses, regardless of the credit value of a course, the student shall be ineligible to participate until such time as a subsequent eligibility report is prepared and establishes that the student is no longer failing two (2) courses. The building principal will notify the parent/guardian and the student of his/her academic ineligibility.
- Any student suspended (in-school or out-of-school) or expelled from school shall also be automatically excluded from participating in all school or co-curricular activities for the duration of the school suspension or expulsion. Students placed in an alternative education program are automatically excluded from participating in co-curricular activities for the duration of the alternative education placement. If a student commits a violation, or violations, of the Discipline Code (Policy 10510) not resulting in a suspension (in-school or out-of-school), alternative education placement, or expulsion, the student may be excluded from participating in cocurricular activities for a period of time to be determined at the discretion of the building principal. Students conduct will be checked weekly, and the building principal shall notify the parents/guardians and student of any conduct-related exclusion from participation.
- The club/team/organization, sponsors and/or coaches and/or advisors, with the approval of the building principal, may establish rules that are more stringent than the adopted rules of this policy. Participants and their parents/guardians shall be notified in writing of these rules.
- Permanent removal from an activity shall result in the forfeiture of awards for recognition in that particular activity.
- When participation in a co-curricular activity requires students to pay fees for the activity, with such fees including but not necessarily being limited to ski lift tickets, participation fees, and entrance fees, the policy of the District shall be to structure the activity so that, to the greatest extent possible, all participating students pay the same fee. As the sponsor of all co-curricular activities, the District is to be considered the chaperone, sponsor, or similar party for such activities. Accordingly, any incentives or perks that are bestowed upon a chaperone, sponsor, etc. for participation in a co-curricular activity shall be understood to be the property of the District and shall not, for example, be used by a parent/guardian as a means to pay for his or her own child's participation in a

co-curricular activity. The District, at its sole discretion, will determine how such incentives and perks will be utilized in order to benefit all of the participants in the cocurricular activity.

The Superintendent or his/her designee shall be responsible for the administration of this policy. The building principal shall be responsible for the implementation and enforcement of the rules and regulations. All schools, through the building principal, sponsor, coach, and/or advisors, shall be responsible for informing student participants and parents/guardians of the rules and regulations.

Each school shall notify parents/guardians and students in the following manner:

- One parent newsletter per year shall include reference to the rules and regulations.
- Each sponsor/coach/advisor of a co-curricular activity shall inform the student participants at the start of each activity/season of the rules and regulations. Also, a copy of the rules and regulations shall be sent home with the student participants.
- The rules and regulations shall be referenced in the applicable Handbook(s).

The Superintendent or his/her designee is hereby authorized to develop administrative procedures to implement this policy.

Adoption Date: September 13, 1999

Last Revision Date: November 4, 2019

Disclaimer to Parents and Students Regarding Programs/Activities That are Sponsored by Community Organizations and Not the District

From time to time, the District may provide information to parents/students relative to programs/activities that are not District related or District sponsored events but are rather sponsored by community organizations. Please be advised that any such information provided is for general information purposes only. The Warren County School District does not prepare such information or in any way contribute to its preparation, and the District makes no representations of any kind relative to the completeness, accuracy, or reliability of the information. The District merely distributes the information, and the District recommends that, if you or your child is interested in participating, you conduct your own investigation relative to the program/activity and the organization sponsoring the program/activity prior to participation. Such programs/activities are not school related activities, and the District does not in any way sponsor, endorse, or advocate participation in the program/activity. The organization and its representatives are not employees, agents, or representatives of the District, and the District does not endorse the views expressed by the organization or its representatives. The Warren County School District shall not be liable for any injury or financial loss incurred as a result of participation in any such program/activity or reliance on the information provided.

Hazing- Policy 10960

Definitions

For purposes of this policy, the term “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 terms 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, the term “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.

Hazing Prohibition

In an effort to maintain a safe, positive environment for students and staff that is free from hazing and consistent with the educational goals of the District, 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, coach, District employee, or District volunteer shall engage in any form of hazing. The Board encourages students who have been subjected to hazing, or who have witnessed hazing, to promptly report such incidents to the building principal. A coach, District employee, or District volunteer shall not condone or ignore hazing and shall immediately (within 24 hours) report any hazing that he/she has either witnessed, or has knowledge of, to the building principal.

Complaint Procedure

When a building principal receives a report of hazing, the principal shall conduct a timely investigation of the alleged hazing. The principal shall prepare a written report summarizing the investigation, recommending disposition of the complaint, and documenting any corrective action taken.

Consequences for Violations

If the investigation results in a substantiated finding of hazing by a student, the building principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with policy 10510 (The Student Discipline Code). Additionally, the student may be subject to temporary or permanent removal from the activity and/or criminal prosecution in the event that law enforcement notification is either mandated by law or provided at the District's discretion.

If the investigation results in a substantiated finding that a coach, District employee, or District volunteer engaged in, condoned, or ignored any form of hazing, he/she may, depending on the nature of the infraction, be disciplined in accordance with Board policy and applicable laws and regulations. Such discipline may include, but is not limited to, suspension, termination, and/or criminal prosecution.

If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable District rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.

Notification

The District shall post this policy on the District's website. The District may also annually inform students, parents/guardians, coaches, District employees, and District volunteers that hazing is prohibited, through means that may include any of the following:

- Distribution of this policy
- Publication in pertinent handbooks
- Presentation at an assembly
- Verbal instructions by the coach or individual in charge of the program at the start of the season or program
- Posting of notice/signs.

A copy of this policy, which contains the rules, penalties, and program of enforcement shall be provided to all athletic coaches (regardless of whether the coach is an employee or volunteer) annually, prior to coaching an athletic activity. A copy of this policy may, at the discretion of the Superintendent, also be provided to those individuals that are in charge of any non-athletic activity (e.g. an organization, team, club, society, or group operating under the sanction of or recognized as an organization by the District).

Adoption Date: August 8, 2016

Guidelines Governing Co-Curricular Participation

- School and game officials reserve the right to refuse admission to school property and to remove from school property any person who violates rules of good conduct.
- Alcoholic beverages, drugs, vaping devices, and tobacco products are prohibited on school property.
- Obscene cheers or gestures, erratic behavior, and unsportsmanlike conduct will not be tolerated. This includes outlandish dress, hair, and face paint.
- Posters and signs are forbidden to be displayed by spectators or affixed to gymnasium or lobby walls, unless permitted by school administration.
- Artificial noisemakers (bells, horns, wood clackers, etc.) are not permitted in the gym.
- Home and visiting cheerleaders may use megaphones and pom-poms but must always keep them in their possession.

Student Athletic Eligibility Requirements

The following is the student athletic eligibility requirements for athletic participation in the Warren County School District:

Academic:

- The students' grades will be checked every Thursday.
- The weekly academic eligibility begins Monday and ends on Sunday.
- If an eligibility report indicates a student is failing any two (2) courses, regardless of the credit value of a course, the student shall be ineligible to participate until such time as a subsequent eligibility report is prepared and establishes that the student is no longer failing two (2) courses.
- At a minimum, high school students must be scheduled for and passing (4) full-credit subjects or the equivalent.
- During suspension, the students may not participate in competitions, performances, and field trips. The Principal will make the decision whether the students may continue to practice with input from the coach, band director, advisor, and athletic coordinator.
- The student(s) will be on academic suspension for a period of at least one week but will continue the suspension until the grades improve. The athletic coordinator, school counselor, or principal shall notify the parents/guardians of the students' eligibility status.
- To participate in games and practices, students must be in school by 11:30 a.m. to be eligible. An excused absence approved by the building principal is the only exception.

Conduct:

- The students' classroom behavior will be checked every Thursday.
- The weekly conduct eligibility begins Monday and ends on Sunday.
- If any student receives a classroom misconduct report, they may be suspended for a period of one week. This will be determined at the discretion of the building principal.
- The Principal or Athletic Coordinator shall notify the parents/guardians of the students' suspension.
- The teacher will contact the parents/guardians each time they mark the students for misconduct.
- The Principal, coach/band director, teacher, and parents/guardians shall work together to resolve the behavior issues.
- The Principal will make the decision whether the students may continue to practice with input from the teacher, coach/band director, and Athletic Coordinator.
- Major/minor infractions will follow the school District discipline policy.

Student Insurance Coverage

The School District DOES NOT purchase accident/health or hospitalization insurance, or ambulance services for any of our students. It is the responsibility of the parents to provide this coverage. There is one exception to the above statement. The School District does maintain a catastrophic accident insurance policy on students participating in varsity football. The intent of this policy is to supplement a family purchased accident policy, but it does not take the place of that policy. Remember, too, it is for varsity football players only.

It is suggested that you review your insurance coverage in these areas if you have a student participating in athletics and/or extra-curricular activities.

1. Ambulance Service – Consider purchasing coverage from an agency in your local area. This is usually provided by a fire department/ambulance service or coverage can be provided by local insurance agents as part of a total accident/health package.
2. Accident and Hospitalization Coverage – This can be purchased for a nominal fee from a local insurance agent. Make sure your child's sport and/or activity is included in the coverage.
1. Student Insurance Plan – Please review the student accident insurance policy available through a local insurance agency. (This policy does not cover football participation.)

Athletic Physicals

All athletic physicals are to be paid for by the parents/guardians.

Out of Season Sports Activities

An out-of-season sports activity is defined as any sports activity that a student and/or coach participates in that takes place outside of the defined season for the sport, with said defined season being identified by the PIAA. With regard to out-of-season sports activities, and in accordance with applicable PIAA regulations, the District does not sponsor any out-of-season sports activity or provide any financial assistance for any such activity. Additionally, all participation by both students and coaches is, and must be, on a voluntary basis.

VOLUNTEERS

For purposes of this policy, a volunteer is defined as an adult applying for or holding an unpaid position that is a “person responsible for a child’s welfare” or that has “direct volunteer contact” with children.

For purposes of this policy, the term “person responsible for a child’s welfare” is defined as 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.

For purposes of this policy, the term “direct volunteer contact” is defined as the care, supervision, guidance or control of children, and routine interaction with children.

For purposes of this policy, “routine interaction” shall be defined as regular and repeated contact that is integral to a person’s volunteer responsibilities.

Volunteers may come from all backgrounds and all age groups and may include any persons willing to give their time to help students and school staff. Volunteers may be involved in virtually every facet of the operation of the School District, working with students on a one-to-one basis or performing tasks not involving students. Duties may include, but are not limited to, services to the libraries, classrooms, athletic events, music programs and school plays, and assisting on field trips and similar activities. Volunteers are to be used in a manner that supplements the existing programs.

All volunteers must submit a signed, completed application form.

An individual who volunteers for more than 10 hours per week must submit a valid tuberculosis test when required pursuant to applicable Department of Health Guidelines. When tuberculosis testing is required pursuant to applicable Department of Health Guidelines, a valid test shall be provided to the District when a volunteer commences service for the District and shall remain valid for so long as the volunteer remains in service for at least one (1) day per school year.

A volunteer that has direct volunteer contact with children shall be required to comply with the mandatory background check requirements for criminal history (state and federal, unless all of

the requirements to exempt the volunteer from the federal criminal history check are met) and child abuse and shall be required to submit a new criminal background check (state and federal, unless all of the requirements to exempt the volunteer from the federal criminal history check are met), and child abuse clearance every sixty (60) months as required by law and District Policy 7020. In addition, a volunteer that has direct volunteer contact with children is required to:

- Notify the District, in writing, of any arrest or conviction for any offense, as outlined in Section 111 of the School Code, within seventy-two (72) hours of such arrest or conviction. A volunteer shall also be required to submit a current criminal history background check report if the Superintendent or his/her designee has a reasonable belief that the volunteer was arrested or has been convicted of an offense required to be reported by law, and the volunteer has not notified the Superintendent or his/her designee.
- Notify the District in writing, within seventy-two (72) hours of notification, that the volunteer has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.

A volunteer's failure to accurately report arrests, convictions, or alleged child abuse as required by law may, depending on the nature of the offense, subject the individual to denial as a volunteer, termination if already approved as a volunteer, and/or criminal prosecution.

A volunteer that is not in compliance with all of the requirements of this policy and applicable law shall not be permitted to serve as a volunteer for the District.

Unless otherwise required by law, volunteers are solely responsible for obtaining any required clearances and for any and all costs and fees incurred in complying with the foregoing requirements; however, reimbursement may be available if an individual program's budget permits.

Volunteers shall be subject to the child abuse reporting requirements pursuant to 23 Pa. C.S.A. 301, et.seq., and District Policy 7020. Additionally, while training on child abuse recognition and reporting is not mandated for volunteers, volunteers shall be permitted to attend, and encouraged to attend, any training sessions on child abuse recognition and reporting that are provided by the District to its employees.

All volunteers shall be approved by the Board upon the recommendation of the appropriate administrator or building principal, who shall be responsible for supervising all volunteers serving at his/her office or building. In the event of an unforeseen or emergency situation, a volunteer may be approved by the Superintendent, and such emergency approval shall be promptly reported to the Board. In such case, the Superintendent shall require the completion of all of the requirements outlined above, and the Board shall take action on the approval of the volunteer at a subsequent meeting.

Pursuant to Policy 1415, the Board prohibits use or visible possession of any tobacco product (and discourages any possession) by volunteers while performing a service for the District in a

school building; on school property that is owned by, leased by, or under the control of the District; working or performing a service at a school-sponsored activity that is held off school property; or on any bus, van or vehicle that is utilized to transport District students to or from school or a school sponsored activity. The definition of the term “tobacco product,” which is defined to include vaping products that deliver nicotine or any other substance, and the consequences for violations (which may include prosecution by law enforcement) are contained in Policy 1415 and are incorporated herein by reference.

The services of any volunteer may be terminated at any time at the sole discretion of the responsible administrator(s) or building principal. If the services of a volunteer are terminated, timely notification shall be provided to the Superintendent.

School personnel will identify appropriate tasks for volunteers and may plan in-service activities for them so they may become skilled in performing those tasks. Under no circumstances will a volunteer’s task include transportation of students. Volunteers who do transport students will be regarded as acting in their capacity as a parent/guardian or private individual and not in their capacity as a volunteer. Volunteer help must not be used to replace regularly scheduled personnel.

Application to Employees of the District - Any person that is an employee of the District at the time the person also desires to serve as a volunteer for the District and that is already in compliance with a requirement of this policy, through the application on another policy or otherwise, shall not be required to repeat the requirement in order to serve as a volunteer. For example, an employee that is already in compliance with the criminal background check requirements through the application of Policy 7020 shall not be required to provide additional criminal background checks in order to serve as a volunteer.

The Superintendent or his/her designee is responsible for developing procedures for the recruitment of volunteers and establishing guidelines and written procedures covering their use throughout the District, including guidelines and procedures to ensure that volunteers are utilized in compliance with this policy and applicable law.

Adoption Date - November 12, 2012

Last Revision Date - February 12, 2024

APPENDIX A – DRESS

Shirts / Tops

Shirts / tops / dresses need to cover from shoulder to shoulder. Halter tops or similarly styled shirts / tops exposing a bare midriff are not permitted. Undergarments should not show.

ACCEPTABLE



NOT ACCEPTABLE





Bottoms

Shorts / skirts / dresses / bottoms must be mid-thigh or longer. Mid-thigh is a range, not a line. See image on the upper-left hand corner of this page. Undergarments should not show.

ACCEPTABLE



NOT ACCEPTABLE



TITLE IX COMPLIANT AND GRIEVANCE PROCEDURE

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

It is the policy of the 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 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:

ERIC MINEWEASER, TITLE IX COORDINATOR
Warren County School District
6820 Market Street, Russell, PA 16345
Email: mineweasere@wcsdpa.org
Telephone Number: (814) 723-69000

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 at www.wcsdpa.org or contact the District's Title IX Coordinator.

In the event of a conflict between this section and Board Policy, and associated Attachments, the language of Board Policy 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 ability to participate in or benefit from a district education program or activity. Determination of whether a hostile environment has been created is a fact-specific inquiry that includes consideration of factors, including but not limited to:

- a. The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
 - b. The type, frequency and duration of the conduct;
 - c. The complainant's and respondent's ages, roles in the district education program or activity, previous interactions and other relevant factors;
 - d. The location and context in which the conduct occurred; and
 - e. Other sex-based harassment in the district's education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
- a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. Domestic violence includes felony or misdemeanor crimes committed by a current or Former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of 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 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 Policy, 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.wcsdpa.org and through the building principal or the Title IX Coordinator. The rights of complainants and respondents (the accused) are outlined in detail in Board Policy, and associated Attachments, which outline the District's applicable Grievance Procedures.