

STUDENT HANDBOOK

**ROCK L. BUTLER MIDDLE SCHOOL
9 NICHOLS STREET
WELLSBORO, PA.
(570) 724-2306
www.wellsborosd.org**



**Dr. Benjamin Miller, Principal
Mr. Shane Mascho, School Counselor
Mr. Matthew Hildebrand, Head Teacher**

Welcome to Rock L. Butler Middle School! This handbook is designed to provide students and parents with essential information about our school's policies, procedures, and expectations.

In this handbook, you'll find information on a variety of topics crucial for your middle school experience including information and policies related to academics, attendance, technology use, behavior/discipline, dress code, and various other school and district policies.

Middle school is an exciting time full of new opportunities and challenges. This handbook is here to help answer some of the questions you may have and keep you informed of various policies and procedures. Please do not hesitate to ask teachers, staff, or myself if you have any questions. Remember, we're all here to support you on your journey. Here's to a great school year!

Sincerely,

Dr. Miller
Principal
Rock L. Butler Middle School

Wellsboro Area School District's Mission Statement:

To work in partnership with students, families, and the community to assure that every student acquires the knowledge, skills, and core values necessary to realize his/her full potential.

Wellsboro Ares School District's Vision Statement:

A community of life-long learners that demonstrates the knowledge, skills, and values required for productive citizenship.

ACADEMICS

Grading:

Students are evaluated with a numeric grading system. The grade scale used is:

- ❖ A=93-100
- ❖ B=85-92
- ❖ C=77-84
- ❖ D=70-76
- ❖ F= 0- 69

Report Cards:

Report cards will be posted on the Parent Portal approximately one week after each marking period ends. Included on these report cards are grades, absences, and tardy information as well as teacher comments concerning student performance. If your son or daughter has outstanding obligations with any teacher, the cafeteria, and/or the library, you will be notified. If you would like a paper copy of your report card, you must request it in writing to the appropriate school counselor.

Honor Roll:

Students who receive all grades above 76% with a G.P.A. of 93% or above will be recognized as Distinguished Honor Roll students. Students who receive all grades above 76%, with a G.P.A. of 85% to 93% will be recognized as Honor Roll students.

Parent Portal

The parent portal, hosted by Sapphire K-12 Systems, Inc., allows parents to view their students' current grades, attendance, assignments, and, for the upper grade levels, schedule next year's classes. While the Parent Portal is optional, we encourage you to sign up and become an active participant in your students' education. To sign up and request a PIN, please visit our website, <https://wellsborosd.org>, and click on the Parent Portal Badge. On the bottom right of our portal login page, there is a Getting Started Section, click the first link, Community Portal Application and Acceptable Use Policy Form. The keyword you will be asked for is **hornets**. Read, agree, and fill out the information on the following couple of pages. You can fill out one application for up to six children, even if they go to different schools.

After submitting your application, you will get a signature page – you must print and sign the page; and then send it to the WASD before your account will be activated and a PIN is issued.

You can send your signed application to us in several ways:

- Send it in to school with one of your children (not recommended)

- Scan and email it to: mwolff@wellsborosd.org
- Drop it off to any of the schools or the Administration Building
- Or mail it to:
Wellsboro Area School District
Attn: Parent Portal
227 Nichols Street
Wellsboro, PA 16901

APPOINTMENTS

Appointments during the school day are to be kept to an absolute minimum. When it is necessary to schedule the appointment during school hours, the student is expected to attend before or after the appointment for as much time as possible. Your cooperation with this procedure is greatly appreciated.

ATHLETICS

Students participating either as players or as spectators in athletic events are accountable to the school for their conduct. They should always display good sportsmanship, courtesy, and respect to reflect credit upon themselves and the school. A full explanation about the rules and procedures for participation in athletics may be found on the **WASD** website under the Athletics tab. Other athletic information may be found at www.wellsboroathletics.com.

ATTENDANCE POLICIES

Purpose: The Board recognizes that attendance is an important factor in educational success and supports a comprehensive approach to identify and address attendance issues.

Authority: Attendance shall be required of all students during the days and hours that school is in session, except that authorized **WASD** staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

The WASD Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, WASD Board policy and administrative regulations.

Definitions: *Compulsory school age* shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches

seventeen (17) 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.

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

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

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition 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-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.

Delegation of Responsibility

The Superintendent, or designee, shall annually notify students, parents/guardians, staff and

1. local children and youth agency
2. local Magisterial District Judges

about the **WASD**'s attendance policy by publishing such policy in student handbooks, newsletters, **WASD** website and other efficient communication methods.

The Superintendent or designee, in coordination with the

1. Building Principal,
2. Attendance Officer,
3. Home and School Visitor,
4. (other) _____,

Shall be responsible for the implementation and enforcement of this policy. The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement

- program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the **WASD** 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 by authority of the WASD Board; 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 at **WASD** schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in **WASD** schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated **WASD** staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and

- FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
 10. Non-school sponsored educational tours or trips, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
 10. College or postsecondary institution visit, with prior approval.
 11. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The **WASD** may limit the number and duration of:

1. Non-school sponsored educational tours or trips
2. 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 at **WASD** schools:

1. Students receiving tutorial instruction in a field not offered in the **WASD'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.
2. Students participating in a religious instruction program, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence

Absences shall be treated as unlawful until the **WASD** receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences that do not meet the criteria indicated above shall be considered an unexcused/unlawful absence. An out-of-school suspension may not be considered an unexcused absence.

Parental Notification

WASD staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

When a student has been absent for three (3) days during the current school year without a lawful excuse, **WASD** staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
1. Include a description of the consequences if the student becomes habitually truant; and
2. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference. If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, **WASD** staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference

WASD staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference. The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences to improve attendance with or without additional services. The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student;
2. The student's person in parental relation.;
3. Other individuals identified by the person in parental relation who may be a resource;
4. Appropriate school personnel;
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. The outcome of the School Attendance

Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate **WASD** staff. The **WASD** may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Student is Habitually Truant

When a student under fifteen (15) years of age is habitually truant, **WASD** staff shall refer the student to:
A school-based or community-based attendance improvement program; or the local children and youth agency

OR

May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, **WASD** staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

WASD staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused 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 **WASD** staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, **WASD** staff shall provide verification that the school held a School Attendance Improvement Conference.

Filing a Citation

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled. Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodation

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall act to address the student's needs in accordance with applicable law, regulations and Board policy. For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address

the student's needs in accordance with applicable law, regulations and Board policy.

Excessive Tardiness

All students should be present in their homeroom by 8:00AM each day. A student will be issued a lunch detention on his/her 4th tardy of the marking period. Each subsequent tardy during the marking period will result in an after-school detention.

Non school-sponsored educational tours or trips will not be approved as excused absences during the PSSA testing window. The dates are as follows:

Assessment	Dates	Grades
English Language Arts	April 26 - 30, 2027	Grades 3-8
Mathematics, Science and Make-ups	May 3 - 7, 2027	Grades 3-8
Mathematics, Science, and Make-ups (Optional)	May 10 - 14, 2027	Grades 3-8

FIELD TRIP GUIDELINES

For any field trip, there are academic, attendance, and behavioral requirements that students must meet in order to be eligible for the field trip. A student cannot attend a field trip if he or she:

- is failing two or more courses for the year.
- is failing two or more courses for the marking period.
- has been out of school suspended in the previous 45 days of school.
- has been in school suspended for two or more days in the previous 45 days of school.
- has had two or more documented disciplinary incidents in the previous 45 days of school.
- has excessive unlawful absences or tardies.

BUILDING SECURITY

All **WASD** buildings/properties, and school buses are equipped with video surveillance equipment.

STUDENT PREPARED FOR THE DAY

For all necessary purposes, please have your student ready for the day with a written excuse for early dismissal, walking after school, or any other arrangement. If a need happens to arise and your student's original plan needs to change, please contact your respective school's secretary before 1:00 PM.

Please have prior arrangements made for a snow day, delayed opening, and early dismissal so that your child will have a plan and know where to go.

FIRE DRILL/EMERGENCY

In each room, there will be posted instructions in the event of an emergency. Please follow the instructions posted if either a drill or an emergency occurs. The types of drills and frequency are mandated by PA School Code.

HOMEWORK POLICIES

Students shall be permitted to make-up exams and schoolwork missed during an excused absence under the following conditions:

1. A student has one (1) day for each day absent from the date of readmission to make-up missed work, up to five (5) days.
2. It is the student's responsibility to contact the teacher to obtain missed assignments while absent.
3. Any assignment or test that was pre-announced shall be made up the day the student returns to school.

When requesting homework for your child while he/she is ill, please notify the school no later than 10:30 AM, stating the child's grade and homeroom. Students must be absent three or more days for the procedure of requesting homework assignments. Students who are absent from school for one day can obtain any missed work from the teacher's Google Classroom or from the teacher during homeroom upon return to school and will have until the following day to make up this work.

It is the belief of the administration and faculty that the consistent completion of homework is important to ensure the academic success of each student. Therefore, the following consequences will be applied

for not completing homework. The fourth missing homework assignment in a course in a marking period will result in a lunch detention. Each subsequent missing homework assignment will result in an after-school detention. The student's accumulated number of missing homework assignments in each class will reset at the beginning of each marking period.

LOCKERS

All students will be assigned a locker and are the property of the **WASD**. **WASD** officials maintain the right to search lockers to ensure the safety and well-being of our students. (See Search/Seizure Policy) Lockers are to be kept clean and absolutely no writing or defacing of the locker is permitted. Students are urged to not share their locker combination with peers or to set their combination to open. Your homeroom teacher and the office have access to the combinations/keys. **WASD is not responsible for lost or stolen items.**

MEDICAL EMERGENCY FORM

Each student will receive a medical emergency form on the first day of school. Please fill out this important paper and return it on the second day to your homeroom teacher.

NURSE

Parents should notify the Nurse or the main office of any unusual physical problems, which may require temporary or permanent attention. Students who become sick or injured should report to the Nurse or main office. You must have a pass from your teacher unless it is an emergency. The Nurse or Principal **MUST** authorize students who leave school early due to sickness or accident. **DO NOT LEAVE SCHOOL WITHOUT SUCH PERMISSION.** No prescription medication will be returned to a student; parents must pick it up at the Nurse's Office.

MEDICATION POLICY

Please confer with your doctor to arrange medication time intervals to avoid school hours whenever possible. We realize, however, that there are times when medication must be given in school. School Policy permits designated school personnel to administer or supervise the self-administered or prescribed medication provided it is brought to school in the original, labeled pharmaceutical container. **WASD's** policy limits dispensing of medication only to students whose parent/guardians have completed a **Medication Information Form**. No medication shall be dispensed to the student until this Form is received. This procedure is to ensure your child's safety. Any change in either the medication or the dosage requires the completion of a new Form.

Over the counter medication will be administered with a note from a parent or guardian giving permission for school personnel to give the medication, when it is to be given, and how much to give. Over the counter medication must also be in the original container and labeled with the child's name. If your child needs cough drops or throat lozenges, please send a note to the Nurse and she will allow him/her to have them for a reasonable time.

All medication, except inhalers, must be kept in the Nurse's Office. Students who carry inhalers with them on a daily basis need to report to the Nurse so she can document that information.

Failure to follow these procedures constitutes a violation of **WASD's** Drug and Alcohol Policy.

SCHOOL DISMISSAL

All students are expected to leave school at their appropriate dismissal time unless they are participating in an adult supervised after-school activity. Students who are not supervised by an adult (e.g. spectators waiting for a game) are not allowed to stay on school property without permission from the office.

STUDENT ASSISTANCE TEAM (SAP)

A Student Assistance Team (SAP) serves the **WASD**. The team is a group of school personnel who are specially trained to work with students at risk. The purpose of SAP is:

1. To identify high-risk students who are having school problems related to emotional/social difficulties and/or substance abuse.
2. To intervene with identified students.
3. To refer these students to appropriate school and/or community resources.
4. To monitor with follow-through or closure.

Any student experiencing difficulties in their educational process may contact their respective schools SAP team. Any parent wishing to refer a student regarding difficulties with their educational process may contact the child's respective school's SAP team. Information concerning the problem will be handled confidentially.

STUDENT WITHDRAWALS

If you are moving from the **WASD**, please contact the Guidance Office as soon as possible. Information to enroll your student in the next school will be provided to you on the students last day. The **WASD** will NOT release information until all obligations are fulfilled.

TESTING

The Pennsylvania Department of Education requires that all students show the ability to perform at the proficient level or higher on the Pennsylvania assessments used to determine the student's ability level in using the PSSA for reading, writing, science, and mathematics in Grades 5 - 8 and the Keystone in Grades 8 - 11, or our approved Local Assessment which is aligned with the state approved standards, and the PSSA/Keystone in order to graduate.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The **WASD** is required by law to provide an annual reminder of the rights of parents and eligible students (students 18 years of age and older) concerning school records. Under FERPA, parents and eligible students are guaranteed access to students' school records. Copies are available to parents or eligible students upon request at a fixed cost. Parents have the right to challenge the content of a school record. This right includes the right to a hearing to present evidence that the school record should be changed. The **WASD** is required to maintain the confidentiality of all pupil records. The **WASD** is permitted by law to disclose directory information without written consent of the parent or eligible student. Details of FERPA are available in the **WASD** Office.

TRAFFIC PATTERN – ROCK L BUTLER MIDDLE SCHOOL

The buses unload and load in the bus loop at the main entrance. We ask that any student not riding a bus be dropped off at the street level. Do not use the bus loop, as this area is for buses only. Visitors to the office should park at the street level.

Afternoon pickup by automobile may be at the street level, in front of the building only. **Do not park in front of the houses on Nichols Street. Do not pick up your children at the rear of the building except for special circumstances.**

Any student who alters their routine to or from school must have a note signed by the **WASD** Transportation Director and requires prior approval.

VISITORS

For the protection of our children, faculty and staff, all parents and visitors must sign in electronically before entering the office. During your visit, the regular instructional program must continue, so please do not expect the teacher to conference with you at this time. Classroom visits are scheduled in advance with teachers and administration. Student visitors during the school day are not permitted without prior permission. All individuals will be required to present picture identification when picking up a child for an early dismissal.

ACCEPTABLE USE OF THE INTERNET #815

Purpose: The **WASD Board** supports the use of the Internet and other computer networks in the **WASD's** instructional program to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the **WASD** as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Authority: Privacy Statement – “Use of the network and computers is granted as part of a large scope of the curriculum. The use of **WASD** computer facilities is not private and confidential and is always subject to retrieval and review by the **WASD** at any time without further notice to students or staff.”

The electronic information available to students and staff does not imply endorsement of the content by the **WASD**, nor does the **WASD** guarantee the accuracy of information received on the Internet.

The **WASD** shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The **WASD** shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The **WASD** reserves the right to log network use and to monitor filespace utilized by District users and outside users.

The **WASD** shall educate minors about appropriate online behavior, including interacting with other individuals on social networking web sites and chat rooms. This will include cyberbullying awareness and response.

The **WASD Board** establishes that the use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility: The **WASD** shall make every effort to ensure that students and staff use this educational resource responsibly.

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

Students and staff have the responsibility to respect and protect the rights of every other user in the **WASD** and on the Internet.

The Building Administrator shall have the authority to determine what is inappropriate use, and his/her decision is final.

Guidelines: Only the authorized owner of the account will use network accounts for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

PROHIBITIONS

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with **WASD** Policy, accepted rules of network etiquette, and Federal and State law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Use of network facilities for fraudulent copying, communications or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs files, or other electronic media.
14. Use of the network to disrupt the work of other users

15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

SECURITY

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

- Employees and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student or teacher's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

SAFETY

To the greatest extent possible, users of the network will be protected from harassment or unwanted unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Network users shall not reveal personal addresses or telephone numbers to other users on the network. The **WASD** shall have a "filtering" system that precludes, to the extent possible, accessing objectionable sites on the Internet.

CONSEQUENCES FOR INAPPROPRIATE USE

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet. In addition to the stipulations of this policy, loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

COPYRIGHT

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

The signatures at the end of this policy are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance and agree to be bound legally.

BULLYING

We are committed to providing a respectful, safe learning environment for all students, staff, parents, and the community through the development of intervention, prevention, and educational programs.

We will be intolerant of any offense that endangers the physical or emotional well-being and safety of our school community. Every reasonable effort will be made within the **WASD's** capabilities to provide a safe and secure environment for its students, staff and public.

It is important to note that after investigating a "bullying referral" it is sometimes determined that the situation might not necessarily fit the definition of bullying, but still warrants an intervention. The nature of peer relationships attempts to fit every situation into a rigid consequence structure almost impossible. For this reason, various interventions (but possibly not the same interventions) will be implemented.

WASD's School Board Policy pertaining to bullying is as follows:

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

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

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

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

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

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

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

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

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer **and Title IX Coordinator**. If, in the course of a bullying investigation, potential issues of discrimination are identified, the **Title IX Coordinator** shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

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

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.^[1]

District administration shall annually provide the following information with the Safe School Report:^[1]

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

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:^[1]^[4]^[9]

1. { } Counseling within the school.
2. { } Parental conference.
3. { } Loss of school privileges.
4. { } Transfer to another school building, classroom or school bus.
5. { } Exclusion from school-sponsored activities.

6. { } Detention.
7. { } Suspension.
8. { } Expulsion.
9. { } Counseling/Therapy outside of school.
10. { } Referral to law enforcement officials.

CAFETERIA RULES AND PROCEDURES

ALL students will follow the rules listed within the WASD Code of Conduct while eating in the cafeteria. There are no exceptions and any student who violates these rules will be subject to consequences as defined in the school code of conduct.

1. No cutting in line
2. No running or pushing
3. Be respectful to cafeteria staff and other students
4. Return all utensils, trays, etc. to the appropriate place
5. No throwing of anything (food, paper, backpack, etc.)
6. Remain seated after emptying tray and returning utensils
7. No radios and/or cell phones, laptops to listen to music
8. Students must sign out and have a pass before leaving the cafeteria

Breakfast Program

Breakfast is offered at all schools and is free for all students.

Lunch Program

The **WASD** participates in the National School Lunch and Breakfast Programs. Our goal is to provide students with a balanced, nutritious and appealing meal. You will continue to receive free or reduced meals until you re-apply or until October 1, 2026. Applications can be picked up in any office or by visiting the **WASD** website at <https://www.wellsborosd.org> under Food Service.

Charge Policy

Snacks or Ala Carte items, including milk, may not be charged in any grade.

The cafeteria has a point-of-sale computer system. This system enables students to pay in advance for their school meals. Each student is assigned a PIN number that will access his or her account given to the students during homeroom on the first day of school. This number will remain the same throughout the school years. As students purchase meals and ala carte items, their account will be debited. Parents will be able to pay by check on a weekly or monthly basis. This is more convenient than paying on a day-to-day basis and parents have peace of mind that their money is spent at school for food service purchases. Parents may also pay using our online payment program by going to <https://www.Schoolcafe.com>. Through this program parents can also monitor purchases and account balances. Use of the point of sale computer system eliminates overt identification of free and reduced-priced students. Parent, teacher and student input is vital to the success of any school's nutrition program. If you have any questions, comments, or suggestions, please direct them to Katrina Doud, Food Service Director at 570-724-0330

CELL PHONE POLICY #237

The use of cell phones within **WASD** is prohibited. Students are permitted to bring cell phones to school for use before and after school. All cell phones are to be turned off during school hours.

First Offense: Cell phone turned over to administration/teacher for the remainder of the school day. At the end of the school day the student will be permitted to pick the phone up in the office.

Second Offense: Cell phone turned over to administration for the remainder of the school day. At the end of the school day, a parent/guardian will be required to pick up the cell phone.

Third Offense: Cell phone will be turned over to administration for the remainder of the school day and await parent pickup. Student will serve a one hour after school detention.

Subsequent Offense: Student seen with phone in school will serve two one-hour detentions.

CONTROLLED SUBSTANCES/PARAPHERNALIA POLICY #227

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

1. CONTROLLED SUBSTANCES THAT ARE PROHIBITED BY STATE AND FEDERAL LAW
2. LOOK-ALIKE DRUGS
3. ALCOHOLIC BEVERAGES
4. ANABOLIC STEROIDS
5. DRUG PARAPHERNALIA
6. ANY VOLATILE SOLVENTS OR INHALANTS, SUCH AS BUT NOT LIMITED TO GLUE AND AEROSOL PRODUCTS.
7. SUBSTANCES THAT WHEN INGESTED CAUSE A PHYSIOLOGICAL EFFECT THAT IS SIMILAR TO THE EFFECT OF A CONTROLLED SUBSTANCE AS DEFINED BY STATE

OR FEDERAL LAW, SUCH AS BUT NOT LIMITED TO HERBAL INCENSE OR OTHER PRODUCTS CONTAINING SYNTHETIC CANNABINOIDS.

8. PRESCRIPTION OR PATENT DRUGS, EXCEPT THOSE FOR WHICH PERMISSION FOR USE IN SCHOOL HAS BEEN GRANTED PURSUANT TO BOARD POLICY.

FOR PURPOSES OF THIS POLICY, UNDER THE INFLUENCE SHALL INCLUDE ANY CONSUMPTION OR INGESTION OF CONTROLLED SUBSTANCES BY A STUDENT.

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

Off-Campus Activities

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

1. There is a nexus between the proximity and timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and **WASD** procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

CORPORAL PUNISHMENT

Teachers and school authorities may use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

DISCIPLINE

After School Detention

1. Students will report at time indicated by school personnel.
2. Students will bring schoolwork to do.
3. Detention is silent.
4. No eating or drinking is allowed.
5. Students shall go to the restroom, make phone calls or take care of other business before reporting to detention.
6. Students shall follow reasonable requests made by the detention monitor.

Lunch Detention

Students in violation of classroom rules may be assigned a lunch detention directly by the classroom teacher. Lunch detention will be a silent period of time where students are isolated from their peers and they will be supervised by school staff. Parents will be notified by mail or telephone of any lunch detention that is assigned to their child. Further consequences will be assigned when deemed appropriate by the principal or designee.

In-School Suspension

In-School Suspension (ISS) is one possible consequence for inappropriate behavior exhibited by a student. It is intended to provide an alternative to out-of-school suspensions and allow the student an opportunity to fulfill their academic requirements.

Out-Of-School Suspension and Expulsion

This type of exclusion from school shall be determined by the severity of misbehavior at the discretion of the principal or his/her designee.

Types of offenses that could lead to exclusion from school are:

1. Possession, use, delivery or trafficking of a Controlled Substance or prescription drug on/or within school property (also to include drug paraphernalia).
2. Possession of firearms, knives or any weapon on school property.

3. Immorality, insubordination, or interference with the rights of other.
4. Defacing or destroying school property.
5. Verbal or physical mistreatment of any administrator, teacher, school employee, student, or individual within the jurisdiction of school.
6. Excessive tardiness or truancy.
7. Illegal possession of school property or property of other individuals.
8. Profanity or disrespect for the rights of others.
9. Violation of civil and criminal law, school rules and regulations deemed to be detrimental to the well-being of the school system.

Students shall be permitted to make up classroom work and exams missed while being disciplined by temporary or full suspension. Make up work will be arranged with the teacher (s) involved and the principal.

It is understood that the law and due process requirements will be followed in all informal hearings on exclusion cases.

Exclusion from the **WASD** schools may be by:

1. *Temporary Suspension* - shall mean exclusion from school for an offense for a period of up to three (3) days, by the principal, without a hearing. However, the Principal shall inform the student of the reason prior to the suspension and the parents will be notified.
2. *Full Suspension* - shall mean exclusion from school for an offense for a period of up to ten (10) school days, after an informal hearing before the principal is offered to the student and the students' parents.

DRESS AND GROOMING POLICY #221

1. Hats and bandanas are prohibited. Students may wear hooded sweatshirts; however, the hood cannot be worn at any time.
2. Students must wear clothing that covers private areas, backs, and midsections at all times. This may include a shirt (no strapless tops) with pants, shorts, skirt, or a dress.
3. Clothing must cover undergarments.
4. Shorts, skirts, and dresses must be mid-thigh. Any pants with holes or tears above mid-thigh are prohibited.
5. No shirts or jewelry that are offensive/vulgar or clothing promoting alcohol, drugs, violence (weapons) or tobacco.

6. Shirts that are revealing may not be worn. Examples include, but are not limited to: spaghetti strap/halter/mesh tops, muscle shirts, and see-through shirts.

SCHOOL BUS RULES/REGULATIONS

The driver of any school bus will be held responsible for the orderly conduct and safety of the pupils transported. Continued disorderly conduct or refusal to respect the authority of the school bus driver will be sufficient reason for the pupil to be denied transportation in accordance with regulations of the local school district.

Bus Riding Rules and Regulations

I. At All Times:

- Exercise caution, good manners, and consideration for other people.
- Obey the driver: his or her first concern is for your safety.
- You must bring a note from your parents for the school administration anytime you are to make a change in your regularly scheduled riding habits. Except for emergencies, this should be done the day before the expected change. This note must contain a telephone number where your parents can be reached.
- Inform the driver, whenever possible of any expected absence.
- Possession or use of tobacco, alcohol, or controlled substances is strictly prohibited.
- Report any damage to the bus as soon as possible to the bus driver.

II. Waiting for the Bus:

- Be at your stop five minutes ahead of time.
- Stay a safe distance from the curb.
- Stand in line when the bus approaches.
- Stay clear of the bus until it has come to a complete stop.
- Let smaller children board first.
- Your bus driver has a schedule to keep. If you are not at the bus stop, your driver cannot wait for you.

III. Boarding the Bus:

- Always use the handrail
- Go up the steps one at a time
- Go directly to your seat. The bus will not move until all passengers are seated
- Regulations do not permit passengers to stand in a moving school bus

IV. Conduct on the Bus:

- The standard of conduct on the bus will be an extension of those required in the classroom. Misconduct on the bus will be considered as serious or of greater seriousness than a like offense committed in **WASD** buildings or on the grounds.

- Your driver will assign you a seat on the bus. You are required to sit in this seat unless your driver directs you otherwise.
- Place books or parcels on your lap.
- Keep aisle clear.
- No standing or moving between seats while the bus is in motion or without permission from the driver.
- Avoid loud talking and confusion that might distract your driver.
- You can help your driver when the bus approaches railroad tracks by keeping quiet so he can listen for trains.
- Ask the driver for permission before opening windows.
- Keep arms and head inside the bus.
- Throwing objects inside or out of the bus could cause an accident. Do not do it.
- The emergency door and exit controls may be used only during supervised drills or actual emergencies.
- The bus is not a playground. Save wrestling and horseplay for another time.
- Eating while on the bus is not permitted.
- Glass containers are not permitted on the bus.
- Pets are not allowed on the bus.
- Backpacks with wheels are not to be taken on the bus unless there is a documented medical reason.
- Instruments and other large objects are only allowed if space is available (check with the driver).
- Weapons - the term shall include but not be limited to any knife, cutting instrument, cutting tool, fireworks, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury are prohibited on school property/school buses.
- MP3 players with individual headsets are permitted with the consent of the bus driver. These devices are not allowed in school buildings.
- As per school policy, use of cell phones by students on school buses is prohibited. If the student has a need for a phone due to the medical condition of immediate family member, an exception may be approved by the building Principal or transportation coordinator.
- Remain seated until the bus has come to a complete stop at its destination or your bus stop.
- Help the driver keep the bus clean and in good condition.

V. Getting off the Bus:

- Get off the bus only at your designated stop.
- Use the handrail and take one step at a time.
- Pushing or crowding could cause an accident.
- Disembark and cross in front of the bus (not behind) to a place of safety.
- After you leave the bus, go directly to your destination.

SCHOOL BUS DISCIPLINE

Students who violate safety procedures will be disciplined. Actions that could result include; verbal warning, conference with parent/student/and bus contractor, relocation of assigned seat, bus suspension (length of suspension determined by administration and student must attend school for suspension to count), in-school and/or out-of-school suspension, or expulsion. Drivers will report an alleged offense in writing to the administration. The administration will investigate and report the disposition of each case to the Transportation Coordinator. When of sufficient gravity or offenses of a repeated nature, the parent will be informed in writing of all details regarding the incident.

Video/Audio surveillance cameras are installed on the **WASD** Buses to ensure the safety of our students.

The sole purpose of these regulations is for the safety of our children.

SCHOOL BUS ACCIDENTS

When a school bus accident occurs in the Wellsboro Area School District and there is a possibility of injuries, Emergency Medical Services (EMS) will be called to the scene. The Emergency Medical Services Officer will be in charge when he/she arrives at the scene.

Students will be transported to the UPMC Emergency Department. Students may be transported by ambulance or on a school bus/van, depending on the seriousness of their injuries. An attempt will be made by emergency medical personnel on the scene to accompany the students on the bus/van.

An emergency department physician will do a medical screening exam. If there are no injuries or abnormalities, the student will be released and there will be no charge. If further care is needed, the student will be billed for an emergency department visit, for tests and all treatments as received. All students screened will generate a medical record.

Emergency department personnel will attempt to contact parents of the students who need treatment but will render care immediately for emergencies. If the accident happens on the way to school, the students who have been screened and do not need care will be bused to their schools. If the accident happens on the way home from school, the students who have been screened and do not need care will be picked up by their parents at the hospital. The students who are treated will be picked up by their parents at the hospital

The Wellsboro Area School District Transportation Coordinator, the school principals and secretaries will coordinate the communications among the accident scene, the school, the hospital, and the parents. School personnel will meet the students at the hospital.

All parents will be informed of their Agreement annually through the school and district newsletters. It is agreed by and between the parties of the Agreement that an annual review will be made to determine its ongoing effectiveness.

SEARCH AND SEIZURE POLICY #226, #226.1

Purpose: The Board acknowledges that students have the right to be secure in their person and property against unreasonable search and seizure. However, in order to maintain order and discipline in the schools and to protect the safety and welfare of all students and school personnel, the Board acknowledges the need, on occasion, for school authorities to search a student, student's lockers and desks, or student vehicles and to seize illegal, unauthorized or contraband material discovered in the search.

Authority: Therefore, the Board adopted the following policy in order to balance institutional concerns with student rights governing personal searches, locker and desk searches, and student vehicle searches.

Responsibility: The building Principal shall be responsible for implementation of this policy at their respective levels. The Superintendent shall be responsible for development of the procedures to guide the building Principals in the implementation of this policy.

Personal Searches of Students

Searches conducted by the building Principal or designees may include but not be limited to utilization of certified drug dogs, metal detection units or any device used to protect the health, safety and welfare of the school population.

The building Principal or designees are hereby authorized to conduct a search of a student's person in accordance with the following guidelines:

1. To protect the safety and welfare of all students and school personnel, the School Board authorizes the building Principal or designees to conduct periodic general inspections to determine if students are carrying any illegal, unauthorized contraband material or any article potentially dangerous to the health and welfare of the students and staff on his/her person, or otherwise violating the District Discipline Policy. Students may be asked to voluntarily reveal the contents of pockets, pocketbooks, gym bags, book bags, or other personal articles. Periodic, general inspections may be conducted by the building Principal or designees at any time, without prior notice, and without parental consent.
2. In the event there is reasonable suspicion to believe that a student is carrying any illegal, unauthorized or contraband materials or any article potentially dangerous to the health and welfare of the students and staff on his/her person, or otherwise in violation of the District Discipline Policy, said student may be asked to voluntarily reveal the contents of pockets, pocketbooks, handbags, book bags, or other personal articles.
3. In the event that the student does not comply with the request to disclose these items, and the school official has reasonable suspicion to believe that illegal, unauthorized or contraband materials or other articles dangerous to the health, safety and welfare of other students or staff, or the student is violating

the District Discipline Policy, the building Principal or designees may conduct a pat down search by an adult of the same sex as the student in the presence of a second adult witness.

4. Searches of the students described in paragraphs (2) and (3) hereinabove do not require parental consent prior to conducting the search, but the building Principal or designees shall notify the parent that a personal search of the student was conducted as soon as practicable after the search has occurred.
5. In extreme emergency situations or where a more intrusive search of the student's person may be required, such a search may only be conducted in private by the building Principal or designees of the same sex, and with a second adult witness of the same sex present, and only upon prior approval of the **WASD** Superintendent and with prior approval of the student's parent or guardian, unless the health, safety or welfare of the student (s) and staff will be endangered by the delay which may be caused by following these procedures.
6. Any illegal, unauthorized, contraband or other prohibited articles found as a result of searches of the student's person may be seized and used as evidence in disciplinary, juvenile or criminal proceedings.
7. In the event the building Principal or designees conduct a search of the student's person, a memorandum shall be prepared to the Superintendent as soon as practicable after the search occurs, outlining the reasonable suspicion for conducting the search, and describing the manner in which the search occurred, including all witnesses present, and the results of the search.
8. A search of a student's person or possessions conducted at the request of the law enforcement officials shall be permitted only where there is a clear and immediate threat to the health, safety or welfare of other students or school employees, or upon a properly executed search warrant presented to school officials, or on the intelligently and voluntarily given consent of the student.

To reduce the need for implementation of the search and seizure policy, random inspections of backpacks, book bags and any other type of bag will be done upon entering the middle school and the high school.

Desk and Locker Searches

Authority: All student desks and lockers, and all WASD computers are and shall remain the property of the WASD. Students shall have no expectation of privacy in such desks, lockers, computer and other electronic devices. Further, all such desks, lockers, computers and electronic devices are subject to periodic inspection, and also to searches in accordance with this policy.

The students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker or a student desk, **WASD** computer, or other electronic device as depository for information or a substance or object which is illegal, unauthorized or otherwise prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building.

Responsibility: The Board reserves the right and authorizes its employees to inspect the student's desk and/or locker and/or **WASD** computer and/or other electronic device when such employee has reason to believe that the desk and/or locker and/or computer and/or electronic device is improperly used for the storage of illegal, unauthorized or contraband materials. Substances or objects, the possession of which is illegal, or any material or information which poses a hazard to their safety and good order of the schools.

1. When a student's desk or locker is searched for reasonable cause, the student shall be notified and given an opportunity to be present. However, where there is reason to suspect that a desk or locker contains materials that pose a threat to the health, safety or welfare of students or staff, the desk and/or locker may be searched without prior warning or presence of the student.
2. Any illegal, unauthorized, contraband or other prohibited articles found in student desks or lockers may be seized and used for evidence in disciplinary, juvenile or criminal proceedings.
3. When a student's desk or locker is searched for reasonable cause, the student's parents shall be notified as soon as practicable after the conduct of the search.
4. Periodic general inspections of all student desks and/or lockers may be conducted by school officials for any reason, at any time, without notice and without student consent and without a search warrant.
5. Searches of students' desk and/or lockers may be conducted by law enforcement officials where there is a clear and immediate threat to the health, safety or welfare of other students or school employees or where a properly executed search warrant is presented to school officials, or on the intelligently and voluntarily given consent of the student.
6. In the event a school official conducts a search of the students' desks and/or lockers for reasonable cause (excluding periodic, general inspections under Paragraph [4] hereinabove), a memorandum shall be prepared to the Superintendent as soon as practicable after the search occurs, outlining the reasonable cause for conducting the search, and describing the manner in which the search occurred, including all witnesses present, and the result of the search.

The Superintendent shall develop procedures for the implementation of this policy by the school building Principal or their designated representative.

TOBACCO USE POLICY #222

Students are not permitted to use or possess tobacco products in any form on any **WASD** property at any time. Students who possess or use tobacco products such as cigarettes, cigars, pipes, snuff, chewing tobacco, vapes, etc. will be required to give such products to the professional staff upon demand. Students who violate this policy will be issued a citation by the building Principal, pursuant to Act 145 of 1996, School Tobacco Control Act, which will be referred to the District Magistrate for action.

STUDENT DISCIPLINE- LEVEL CONSEQUENCES POLICY #218

Students make choices every moment of the day. Sometimes they make appropriate choices. At other times, they make inappropriate choices. Decision-making and behavior are an important part of education. We are committed to helping students make appropriate choices, which will help them grow and be

successful. WASD offers a variety of support services to help students. The teachers, counselors, and administrators use these resources to solve problems, reinforce appropriate behaviors and protect the rights of all parties involved. We are committed to maintaining a safe and healthy learning environment.

The administration reserves the right to develop choices and consequences commensurate with a given situation. Discipline write-ups will be communicated to parents.

Level I Offenses: Individual Teacher/Team

- Not being prepared
- Tardy/Class cut
- Classroom disruption
- Disruptive behavior outside the classroom
- Leaving class without permission
- Continued inappropriate behavior (rude, disrespectful, disobedient)
- Public display of affection (PDA)
- Inability to keep hands and feet to themselves
- Inappropriate dress/appearance
- Book bags, backpacks and other such items are not permitted in classrooms or hallways unless authorized by school personnel.
- Other offenses

Level I Offenses Consequences:

- Verbal warning
- Behavioral plan with parental contact
- Referral to peer mediation with contact
- Referral to guidance with parental contact
- Classroom lunch detention with parental contact
- Detention with parental contact

Level II Offenses: Teacher/Team Administration

- Continued Level One Offenses
- Leaving school grounds without permission
- Insubordination
- Stealing, gambling, forgery, cheating
- Excessive absences/tardies
- Possession/distribution/use of disruptive materials
- Pre-fight
- Threats

- Inappropriate behavior at a public function, assembly or after school events
- Other offenses
- Defiant and disrespectful behavior exhibited towards school personnel

Level II Offenses Consequences:

- Same as the choices for Level One Offenses
- Office referral: The Administration determines the course of action
- In-School Suspension (length of time determined by the Administration)
- Out-of-School Suspension (length of time determined by the Administration)
- Parental contact mandatory

Level III Offenses: Administration

- Continued Level I & II Offenses
- Profanity directed toward school personnel
- Fighting
- Vandalism/Damaging property
- Harassment (racial, sexual, etc.)
- Indecent exposure
- Removing another student's clothing
- Setting off a false alarm
- Bomb threats
- Striking school personnel
- Possession/distribution/use of drugs, alcohol and/or tobacco/tobacco products, and/or paraphernalia
- Possession of weapons to include: "look-alikes" and/or intent to use as a weapon
- Violation of **WASD**, state or federal regulations

Level III Offenses Consequences:

The Administration reserves the right to determine the course of action

- In-School Suspension
- Out-of-School Suspension
- Referral to the appropriate support service

Failure to comply with the course of action will result in further consequences to be determined by the administration.

Examples (this is not all-inclusive)

- Failure to serve a detention will result in two detentions being assigned

- Failure to serve those detentions will result in an in-school suspension
- Failure to serve an in-school suspension will result in an increased disciplinary action

The Administration will make a determination based on the circumstances

Level IV Offenses:

- Acts which result in violence to another person/property or which pose a direct threat to the safety of others in the school.

Level IV Offenses Consequences:

The Administration reserves the right to determine the course of action.

- Out-of-school suspension/expulsion

TERRORISTIC THREATS/ACTS POLICY #218.2

The Board recognizes the danger that terrorist threats and acts by students pose to the safety and welfare of **WASD** students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation such as a threat or act.

Terroristic Threats/Acts – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience. This is done with reckless disregard of causing terror or inconvenience.

Terroristic Act – shall mean an offense against property or involving danger to another person.

The Board prohibits any **WASD** student from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member or school building.

The **WASD** Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative regulations to implement this policy. Staff members and students shall be responsible for informing the building Principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act. The building Principal shall immediately inform the Superintendent after receiving a report of such a threat or act. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied.

The building Principal may:

1. Report the student to law enforcement officials.

The building Principal shall:

1. Immediately suspend the student.

2. Report the situation to the Superintendent.

The Superintendent may:

1. Recommend the student be expelled from school

If a student is expelled for making terroristic threats or committing terrorist acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches. In the case of exceptional students, the **WASD** will take all steps necessary to comply with the Individuals with Disabilities Act.

UNLAWFUL HARASSMENT POLICY #248

To ensure a pleasant, supportive school environment, the **WASD** will not tolerate any form of harassment by administrators, professional or support personnel, students, vendors, or others having business with the **WASD**. Each administrator, supervisor, or staff member has a responsibility of respecting the rights of their fellow students to ensure an atmosphere free of harassment.

Unlawful Harassment includes, but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, age, gender, national origin, handicap, or disability.

Ethnic Harassment includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group, which creates an offensive school environment.

Sexual Harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where such conduct has the purpose or effect of creating an intimidating, hostile, or offensive school environment.

Complaint Procedure

A student who believes that the actions or words of another student, teacher, administrator, staff member, or others having business with the **WASD** constitute unlawful harassment, should report the complaint as soon as possible to the principal of his or her school. The principal will assist the student in completing the "Sexual Harassment Complaint Form". The principal or designee will investigate all complaints promptly. The privacy of the student making the complaint and of the person accused will be kept as confidential as possible. Any student who is found, after appropriate investigation, to have engaged in unlawful harassment will be subject to appropriate disciplinary action, depending on the circumstances, up to and including expulsion. If it is determined after a thorough investigation of a complaint that false accusations were made, disciplinary action up to and including expulsion will be taken against the person making the false accusation. A report of the investigation findings and a copy of the "Sexual Harassment Complaint Form" shall be forwarded by the Principal of the **WASD** Title IX Coordinator to be placed in a confidential file. If a student is not satisfied with the way his/her complaint is handled, the student may

discuss the matter with the Superintendent.

The Title IX Coordinator for the **WASD** is:

Mrs. Cheryl Sottolano
227 Nichols Street
Wellsboro, PA 16901
(570) 724-2306

WEAPONS POLICY #218.1

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

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firecracker, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The **WASD** Board prohibits students from possessing and bringing weapons and replicas of weapons onto school property, to any school sponsored activity and onto any public conveyance providing transportation to school or a school sponsored activity.

The **WASD** shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

When the **WASD** receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the **WASD** may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

The Superintendent shall report the discovery of any weapon prohibited by the policy to the student's parents and to local law enforcement officials. The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the required form at least once each year.

NON-DISCRIMINATION POLICY

The Wellsboro Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender, handicap, or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, contact Mrs. Cheryl Sottolano, Title IX Coordinator, at 227 Nichols Street, Wellsboro, PA 16901.

McKinney-Vento Homeless Assistance Act

The Education for Homeless Children and Youths (EHCY) program, authorized under the McKinney-Vento Homeless Assistance Act (McKinney-Vento Act), is designed to address the needs of homeless children and youths and ensure educational rights and protections for these children and youths. The Every Student Succeeds Act (ESSA) amended the McKinney-Vento Act, and changes made by the ESSA took effect on October 1, 2016.

Rights of Homeless Children and Youth

Who is considered homeless?

Under the McKinney-Vento Act, the term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youths:

- who are sharing the housing of others 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; or are abandoned in hospitals;
- 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;
- who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- who are migratory children who live in one of the above circumstances.

The McKinney-Vento Act also requires that:

- homeless students who move have the right to remain in their schools of origin (i.e., the school the student attended when permanently housed or in which the student was last enrolled, which includes preschools) if that is in the student's best interest;
- if it is in the student's best interest to change schools, homeless students must be immediately enrolled in a new school, even if they do not have the records normally required for enrollment;
- transportation must be provided to or from a student's school of origin, at the request of a parent, guardian, or, in the case of an unaccompanied youth, the local liaison;
- homeless students must have access to all programs and services for which they are eligible, including special education services, preschool, school nutrition programs, language assistance for English learners, career and technical education, gifted and talented programs, magnet schools, charter schools, summer learning, online learning, and before and after-school care;
- unaccompanied youths must be accorded specific protections, including immediate enrollment in school without proof of guardianship; and
- parents, guardians, and unaccompanied youths have the right to dispute an eligibility, school selection, or enrollment decision.

For additional information, contact Karen Farrer, Special Education Supervisor/Homeless Liaison/Foster Care POC at 570-724-0369.

INTEGRATED PEST MANAGEMENT (IPM) PROGRAM

In compliance with Act 35 of 2002 requiring all school Districts to adopt an Integrated Pest Management Plan (IPM) by January 1, 2003, the **WASD** is using an IPM approach for managing insects, rodents and weeds.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the schools. To receive notification, parents must be placed on the school notification registry. If you would like to be placed on the registry, you must notify the **WASD** in writing including your name, address and phone number, and sent to: **Attention: IPM Coordinator, Wellsboro Area School District, 227 Nichols Street, Wellsboro, PA 16901.**

If you have any questions, please contact the maintenance department at 724-4424 ext. 1016.