WILLIAMSPORT
AREA SCHOOL DISTRICT

Developing responsible citizens through excellence in education.

Student Rights and Responsibilities & Annual Notices — 2020-21

BE PRESENT
ATTEND TODAY, ACHIEVE TOMORROW

2020-2021 Williamsport Area School District Calendar

24-25 New Teacher Induction

27 K-12 Professional Development Day

28 Building Meeting Day

31 K-12 Professional Development Day

AUGUST '20

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

TD = 3 SD = 0

SEPTEMBER '20

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

TD = 21 SD = 20

1&3 Students designated with a B schedule report to school

2&4 Students designated with an A schedule report to school

7 Labor Day

18 K-12 Professional Development Day

16 County Wide Inservice

OCTOBER '20

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

TD = 22 SD = 21

NOVEMBER '20

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

TD = 18 SD = 15

6 End of First Marking Period

23 K-12 Professional Development Day

24-25 K-12 Parent/Teacher Conferences (Report Cards Issued Grades K-8)

26-30 Thanksgiving Break

23-31 Winter Break

DECEMBER '20

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

TD = 16 SD = 16

JANUARY '21

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

TD = 20 SD = 19

1 Winter Break

18 K-12 Professional Development Day/ Martin Luther King Observance Day

22 End of First Semester

12 K-12 Professional Development Day

15 Presidents' Observance Day

FEBRUARY '21

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

TD = 19 SD = 18

MARCH '21

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

TD = 23 SD = 21

12 K-12 Professional Development Day

31 K-12 Parent/Teacher Conferences/End of Third Marking Period

1 K-12 Parent/Teacher Conferences

2-7 Spring Break

19-23 Grades 3-8 English/Language Arts PSSA Testing

26-30 Grades 3-8 Math & Science PSSA Testing along with Make-Up Testing

APRIL '21

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

TD = 18 SD = 17

MAY '21

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

TD = 20 SD = 20

3-7 Optional Additional Grades 3-8 Math & Science PSSA Testing along with Make-Up Testing

17-28 Keystone Exams

31 Memorial Day Break

Local School Holidays
-November 26
-December 25
-December 26
-January 1
-April 2

9 Half Day for Students K-12 Last School Day

10 Teacher Record Day and High School Commencement

School Days and Holidays Board Adopted: February 18, 2020

Revised: August 4, 2020

Calendar is subject to change with board approval.

JUNE '21

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

TD = 8 SD = 7

Make-up Days will be utilized in the following order: 2/15, 4/7, 4/6, 4/5

Additional snow/emergency days will be added to the end of the school year if needed.

Key
No School students
= Assessment dates and important marking period dates

2020-2021 Williamsport Area School District Calendar

Hybrid Day Calendar

24-25 New Teacher Induction

27 K-12 Professional Development Day

28 Building Meeting Day

31 K-12 Professional Development Day

AUGUST '20

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER '20

M	T	W	Th	F
	1/B	2/A	3/B	4/A
7	8/B	9/A	10/B	11/A
14/A	15/B	16/A	17/B	18
21/A	22/B	23/A	24/B	25/R
28/A	29/B	30/A		

1&3 Students designated with a B schedule report to school

2&4 Students designated with an A schedule report to school

7 Labor Day

18 K-12 Professional Development Day

16 County Wide Inservice

OCTOBER '20

M	T	W	Th	F
			1/B	2/R
5/A	6/B	7/A	8/B	9/R
12/A	13/B	14/A	15/B	16
19/A	20/B	21/A	22/B	23/R
26/A	27/B	28/A	29/B	30/R

NOVEMBER '20

M	T	W	Th	F
2/A	3/B	4/A	5/B	6/R
9/A	10/B	11/A	12/B	13/R
16/A	17/B	18/A	19/B	20/R
23	24	25	26	27
30				

6 End of First Marking Period

23 K-12 Professional Development Day

24-25 K-12 Parent/Teacher Conferences (Report Cards Issued Grades K-8)

26-30 Thanksgiving Break

23-31 Winter Break

DECEMBER '20

M	T	W	Th	F
	1/B	2/A	3/B	4/R
7/A	8/B	9/A	10/B	11/R
14/A	15/B	16/A	17/B	18/R
21/A	22/B	23	24	25
28	29	30	31	

Key:

B Schedule Students Report to School

A Schedule Students Report to School

Remote Learning Day for All Students

No School Students

Version: August 4, 2020

Attention All Parents and/or Guardians:

In this section you will find important documents that should be completed and returned to your child's school.

____ Free and Reduced Price School Meals Application

Families that have children attending a public school district can apply for free or reduced price school meals through the National School Lunch Program online using the Internet! This can be done using COMPASS. COMPASS allows Pennsylvanians to apply for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children's Health Insurance Program (CHIP), etc., online. Families can use COMPASS to apply for free or reduced price school meals only, or they can apply for other services at the same time (FS, TANF, etc.).

Since your child attends Williamsport Area School District, which is a public school district, you can apply for free or reduced price school meals online by going to the COMPASS website at www.compass.state.pa.us OR the SchoolCafe website at www.schoolcafe.com. However, the SchoolCafe website is for free and reduced applications only and will not provide you access to apply for other social services available in Pennsylvania. If you received a "Notice of Direct Certification Letter," which is notice that your child(ren) qualify for free meals, from the Williamsport Area School District or you applied online at COMPASS or SchoolCafe, you do not need to complete a paper application. If you prefer not to use the online application process, you may continue to use the "Household Application for Free and Reduced Price Meals" paper application.

Once you access COMPASS, select **Apply for Benefits**. Parents will select the programs they wish to apply for and be directed through a series of questions regarding those programs. Please enter Lycoming County, the county of the school when you apply. This may not necessarily be your home county. Select the school your child attends.

Once the questions have been completed, the COMPASS system will direct your information to each appropriate program office and the school you selected will receive the Household Meal Benefit Application. The school will notify you if you are eligible for free or reduced priced meals.

If you apply for free or reduced price school meals through COMPASS, you **do not** need to submit a paper application.

____ Notification to Parents: Release of Certain Information Under the Every Student Succeeds Act (ESSA)

All information contained in this booklet is available on the Williamsport Area School District website.

www.wasd.org

Please visit our website for all your District needs.

Nondiscrimination Policy

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Education Amendment of 2020, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. For information regarding civil rights (www2.ed.gov) or grievance procedures, services, training materials, activities, and facilities that are accessible to and usable by handicapped individuals, contact the Title IX coordinator, Mrs. Anne Logue (alogue@wasd.org), Director of Human Resources, for issues related to staff, or Dr. Richard Poole (rpoole@wasd.org), Director of Student Services, for issues related to students. Both are located at the Williamsport Area School District, 2780 West Fourth Street, Williamsport, PA 17701. Telephone number 570¬-327-5500, ext. 40210 for Mrs. Logue and ext. 40310 for Dr. Poole.

WILLIAMSPORT AREA SCHOOL DISTRICT
FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE MEALS or THE SPECIAL MILK PROGRAM (SMP)

Apply online at https://www.schoolcafe.com

Dear Parent/Guardian:

Children need healthy meals to learn. **The Williamsport Area School District** offers healthy meals every school day. Breakfast costs **$1.00**; lunch costs **$2.70** for secondary (High School and Middle School) and **$2.55** for elementary level (Primary and Intermediate). Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is **$0.30** for breakfast and **$0.40** for lunch. Below are some common questions and answers to help you with the application process.

If you have received a **Notice of Direct Certification** for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter

1. **Who can get free or reduced price meals?**
   - All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) (cash assistance) are eligible for free meals.
   - Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school's Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on the following chart.

Income Eligibility Reduced-Price Guidelines—July 1, 2020–June 30, 2021					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	$23,606	$1,968	$984	$908	$454
2	$31,894	2,658	1,329	1,227	614
3	$40,182	3,349	1,675	1,546	773
4	$48,470	4,040	2,020	1,865	933
5	$56,758	4,730	2,365	2,183	1,092
6	$65,046	5,421	2,711	2,502	1,251
7	$73,334	6,112	3,056	2,821	1,411
8	$81,622	6,802	3,401	3,140	1,570
For each additional family member add:					
	$8,288	691	346	319	160

2. **How do I know if my child(ren) qualify as homeless, migrant, or runaway?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **Richard Poole at (570) 327-5500, extension 40310, or rpoole@wasd.org**
3. **Do I need to fill out an application for each child?** No. Use one Household Application for Free and Reduced Price Meals for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.
4. **Should I fill out an application if I received a letter this school year saying my children are already approved for free meals?** No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Staci Godfrey, Williamsport Area School District, 2780 West Fourth Street, Williamsport PA 17701; (570) 327-5500, extension 40104, or at sgodfrey@wasd.org** immediately.
5. **Can I apply online?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit the PA Department of Human Services website at www.compass.state.pa.us or visit **https://www.schoolcafe.com** to begin or to learn more about the online application process. Contact **Staci Godfrey, Williamsport Area School District, 2780 West Fourth Street, Williamsport PA 17701; (570) 327-5500, extension 40104, or at sgodfrey@wasd.org** if you have any questions about the online application.

-- Continued on next page/reverse --

6. **My child's application was approved last year. Do I need to fill out a new application?** Yes. Your child's application is only good for last school year and for the first 30 operating days of this school year, through October 14, 2020. You must complete a new application unless the school told you that your child is eligible for free or reduced price meals for the new school year. If you do not complete a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. **I get Women, Infants, and Children (WIC). Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please complete an application.
8. **Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.
9. **If I do not qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit.
10. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Wanda Erb, Williamsport Area School District, 2780 West Fourth Street, Williamsport PA 17701; (570) 327-5500, extension 40100, or at werb@wasd.org**
11. **May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **We are in the military. Do we report our income differently?** Your basic pay, cash bonuses, allowances for off-base housing, food, and clothing, must be reported as income. Exclude combat pay, Family Subsistence Supplemental Allowance, and privatized housing allowances.
15. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for SNAP or other assistance benefits, visit http://www.compass.state.pa.us, contact your local county assistance office, or call the Department of Human Services at **1-800-692-7462**.

If you have other questions or need help, call (570) 327-5500, extension 40104.

Sincerely,

Staci Godfrey

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

HOW TO APPLY FOR FREE AND REDUCED-PRICE SCHOOL MEALS or SPECIAL MILK PROGRAM

Use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in Williamsport Area School District. The application must be filled out completely to certify your children for free or reduced-price school meals. Follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, contact Staci Godfrey, Williamsport Area School District, 2780 West Fourth Street, Williamsport PA 17701; (570) 327-5500, extension 40104, or at sgodfrey@wasd.org

USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending the Williamsport Area School District, regardless of age.

A) List each child's name.	B) Is the child a student at the Williamsport Area School District?	C) Do you have any foster children?	D) Are any children homeless, migrant, or runaway?
Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.	Mark 'Yes' or 'No' under the column titled "**Student**" to tell us which children attend the Williamsport Area School District. If you marked 'Yes,' write the grade level of the student in the '**Grade**' column to the left.	If any children listed are foster children, mark the "**Foster Child**" box next to the child's name. If you are ONLY applying for foster children, after finishing **STEP 1**, go to **STEP 4**. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.	If you believe any child listed in this section meets this description, mark the "**Homeless**, **Migrant**, **Runaway**" box next to the child's name and complete all steps of the application.

STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP or TANF?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP).
- The Temporary Assistance for Needy Families (TANF).

A) If no one in your household participates in any of the above listed programs:	B) If anyone in your household participates in any of the above listed programs:
• Leave **STEP 2** blank and go to **STEP 3.**	• Write a case number for SNAP or TANF. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: 1-877-395-8930 or your local assistance office. • Go to **STEP 4**.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled **"Sources of Income for Adults"** and **"Sources of Income for Children"** printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes.
  - Many people think of income as the amount they "take home" and not the total "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS *CONTINUED*

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received, using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3.B. REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- ***Do NOT include:***
  - People who live with you but are not supported by your household's income AND do not contribute income to your household.
  - Infants, Children, and Students already listed in **STEP 1.**

B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in **STEP 1.** If a child listed in **STEP 1** has income, follow the instructions in **STEP 3, part A.**	**C) Report earnings from work.** Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. ***What if I am self-employed?*** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	**D) Report income from public assistance/child support/alimony.** Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.	**F) Report total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)". This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced-price meals.	**G) Provide the last four digits of your Social Security Number.** An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	**B) Print and sign your name.** Print the name of the adult signing the application and that person signs in the box "Signature of adult."	**C) Write today's date.** In the space provided, write today's date in the box.	**D) Share children's racial and ethnic identities (optional).** On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced-price school meals.

2020 - 2021 Household Application for Free and Reduced Price Meals and the Special Milk Program

Complete one application per household. Please use a pen (not a pencil).

Apply online at **https://www.schoolcafe.com**

STEP 1 — All Children in the Household

Student ID	Last Name	First Name	MI	Date of Birth	School	Grade	Foster	Homeless	Migrant	Runaway	Head Start

STEP 2 — Assistance Programs

Do any household members (including you) currently participate in one or more of the following assistance programs: SNAP or TANF? **Circle one**: Yes / No

If you answered NO > Complete **STEP 3**. **If you answered YES** > Write a nine-digit case number, then skip to **STEP 4**.

Case Number:

STEP 3 — All Household Member Income (even if they do not receive income) (Skip this step if you answered 'Yes' in **STEP 2**)

Please read **How To Apply for Free and Reduced Price School Meals** for more information. The "Sources of Income for Children" section will help you with the Child Income question. The "Sources of Income for Adults" section will help you with the All Adult Household Members section.

Gross income and how often it is received:
W = Weekly, **E** = Every 2 weeks, **T** = Twice per month, **M** = Monthly, **A** = Annually

	Child Income	How Often? A	W	E	T	M
A. Sometimes children in the household earn or receive income. Please include the TOTAL income received by all household members listed in **STEP 1** here.		A	W	E	T	M

B. List all household members not listed in **STEP 1** (including yourself) **even if they do not receive income**. For each household member listed, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Adult Household Member Name (First and Last)	Annual Income	Earnings from Work	How Often? A W E T M	Public Assistance / Child Support / Alimony	How Often? A W E T M	Pensions / Retirement / All Other Income	How Often? A W E T M
			A W E T M		A W E T M		A W E T M
			A W E T M		A W E T M		A W E T M
			A W E T M		A W E T M		A W E T M
			A W E T M		A W E T M		A W E T M

Total Household Size (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Another Adult Household Member or an Indication that no Adult Household Member has an SSN ***-**-

Check if no SSN

STEP 4 — Contact Information and Adult Signature

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Printed name of adult completing the form

Signature of adult completing the form X

Today's Date M M D D Y Y

Street Address (if available)

City

State P A

ZIP Code

Home Phone Number

Work Phone Number

Email

OPTIONAL — Children's Racial and Ethnic Identities

Ethnicity (check one):

- ☐ Hispanic or Latino
- ☐ Not Hispanic or Latino

Race (check one or more):

- ☐ American Indian or Alaskan Native
- ☐ Black or African American
- ☐ Asian
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

3920

Williamsport Area School District
Protection of Pupil Rights Amendment (PPRA)
Annual Notice to Parents

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Consent before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education-
   Political affiliations or beliefs of the student or student's parent;
   Mental or psychological problems of the student or student's family;
   Sexual behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior;
   Critical appraisals of others with whom respondents have close family relationships;
   Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
   Religious practices, affiliations or beliefs of the students or parents; or
   Income, other than is required by law to determine program eligibility

2. Receive notice and an opportunity to opt a student out of-
   Any other protected information survey, regardless of funding;
   Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law;
   Activities involving collections, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

3. Inspect, upon request and before administration or use-
   Protected information surveys of students;
   Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any subsequent changes. The district will also inform parents at the beginning of the school year if the district has identified specific dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirements:

collection, disclosure or use of personal information for marketing, sales or other distribution;
administration of any protected information survey non funded by the U.S. Department of Education; and
any non-emergency, invasive physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue SW, Washington, DC 20202-5091

Williamsport Area School District

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, provides parents and eligible students (those over 18) with certain rights regarding educational records. These rights are:

(1) The right to review the student's education records within 45 days of written request for access. Written notice should be addressed to the principal when such notice is desired.

(2) The right to request that inaccuracies in the record be corrected. Requested corrections should be forwarded to the school principal in writing, identifying the inaccuracy. If the school determines that no amendment is necessary, the parent or eligible student will be notified of the right to a hearing regarding the request and will be given information regarding hearing procedures.

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

One exception permits disclosure to school officials with legitimate educational interest. A school official is a person employed by the School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent 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 legitimate educational interest when he or she needs to review an education record in order to fulfill his or her professional responsibility. Another exception authorizes the Williamsport Area School District to forward educational records to the officials of another school in which the student seeks or intends to enroll, upon receipt of a request for records from that school.

Another exception allows the District disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow the Williamsport Area School District to include this type of information from your child's education records in certain school publications. **Examples include:**

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

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Williamsport Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **October 23, 2020**. **Directory Information may include:** Students' names -Participation in officially recognized activities and sports-Address -Weight and height of members of athletic teams-Telephone listing -Degrees, honors and awards received-Electronic mail address -The most recent educational agency or institution attended-Photograph -Major field of study-Dates of attendance -Grade level

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.* If parents do not want this information released to the Armed Services, they are requested to complete the attached form and return it to Angela Corey, Student Services, at the District Service Center, by **October 23, 2020.**

*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

(4) Parents and eligible students have the right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605

Notification to Parents

Release of Certain Information Under Every Student Succeeds Act

September 25, 2020
Date

Dear Parent/Guardian:

Pursuant to the federal Every Student Succeeds Act (20 USC 7908), the Williamsport Area School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students.

The District must also notify parents/guardians of their right and the right of their child to request that the District not release such information without prior written consent.

Additionally, the District will be working with the National Student Clearinghouse to assist us in tracking the admittance and eventual graduation of our students from universities, colleges, and technical schools. The data shared with the Clearinghouse is limited to student name, birth date, graduation date, and the Williamsport Area School District internal identification number. The Clearinghouse shares this information only with post-secondary institutions to report to us on admission and graduation.

Parents/Guardians wishing to exercise their option to withhold their consent of the release of the above information to military recruiters, to institutions of higher learning or the clearinghouse, must sign this form below and return it to Angela Corey at the District Service Center by **October 23, 2020.**

Pennsylvania requires Local Education Agencies to include Keystone Examination Scores and Scholastic Aptitude Test (SAT) scores on student transcripts. Parents and students over 18 years of age may have SAT scores removed from transcripts by completing the appropriate check box on the Reservation of Consent Form below.

Reservation of Consent for the Release of Certain Student Information Under Every Student Succeeds Act

Please do not release the student information noted above ☐ to military recruiters

☐ to institutions of higher learning ☐ to National Student Clearinghouse ☐ SAT scores

_____ _____ _____
(Print Name of Student) *(School)* *(Grade)*

_____ _____
(Parent's/Guardian's Signature) *(Date)*

Please return form to Angela Corey at the DSC, 2780 West Fourth St, no later than **October 23, 2020.**

2020-2021 NOTIFICATION OF DESTRUCTION OF STUDENT SPECIAL EDUCATION RECORDS

Special education records which have been collected by the Williamsport Area School District (WASD) related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under both state and federal laws for a period of six (6) years after Special Education services have ended for the student. Special education services end when the student no longer is eligible for services, graduates, completes his or her educational program at age 21, or moves from the district. However, a record of 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 100 years beyond the date the student attains the age of twenty-four years.

This serves as notification to inform parents/guardians and former students of WASD of the intent to destroy the Special Educational records of students who are no longer receiving Special Education services for at least six (6) years beyond graduation, or has completed their educational program at age of twenty-one (21). These records will be destroyed in accordance with state law unless the parent/guardian or eligible student notifies the school district otherwise. Destruction of the records will begin on September 1, 2020.

According to federal law, parents and guardians lose their right to review or obtain these records when their child (the student) reaches 18 years of age. However, a parent of a child with a disability who is 18 years of age or older may retain parental rights provided a court has appointed legal guardian to the parent.

Please be advised that the records may be needed by the student or parent(s) for social security benefits, rehabilitation services, college entrance, etc.

Notice of destruction of these records is provided annually via this publication. A parent/guardian may submit a written request for the destruction of these records at any time and do not have to wait six (6) years.

If you do not understand this notice or wish to maintain this information for your personal records, please contact the Office of Special Education at 570-327-5500. A written request can also be sent to the district address:

Williamsport Area School District
ATTN: Director of Special Education
2780 West Fourth St.
Williamsport, PA 17701
570-327-5500 ext. 40410

Annual Notices...

A Note About This Publication
The Annual Notices, Student Rights and Responsibilities and forms that appear in this publication appear on the Williamsport Area School District's website at www.wasd.org in the Student Services section. The website is updated as changes occur in regulations, policies and practices and has the most up-to-date information for students, parents, and the community.

Video/Audio Surveillance Notice 13
Live Streaming 13
District Attendance Policy 13
High School Credit From Outside Sources 14
Transcripts 14
New Grade Scale 7-12 15
Health Services 15
Student Accident Insurance 16
Student Consent and Release Form 17
Asbestos Management Plan 17
Integrated Pest Management 17
Classroom Utilization of Biological Specimens 17
Athletic Participation Fee 18
Instrument Maintenance Fee 18
Act 16 of 1994 18
Act 17 of 1994 18
Parent Visitation Requests 18
Complaint Procedure 18
Civility/Orderly Conduct 18
Tobacco Policy 19
Acceptable Use of Computer Technology 19
Federal Programs Title I and Title II 21
Performance Tests 23
Homeless Youth 23
Special Education 23
Gifted Education 25
Chapter 15 Students 25

Video/Audio Surveillance Notice

The Williamsport Area School District utilizes video surveillance and recording in its effort to keep students, staff and property safe. All facilities have video recording in use and all buses used by the District have both video and audio recording in use. All those entering district buildings should be aware that their activities may be video recorded and those using buses should know that their activities may be audio and video recorded at any time.

Live Streaming

Recording, sharing or posting of livestream instruction is prohibited by a student, whether in person or virtual. Students are also prohibited from accessing livestreams for any class they are not scheduled to attend. Students must view livestream in a location not accessible to the general public.

District Attendance Policy

Regular and consistent school attendance is an important habit to establish in children and is also crucial to learning and succeeding academically. Below are the WASD guidelines regarding attendance:

- Upon the return to school following an absence, the student shall bring a **written** excuse signed by the parent or guardian stating the reason for the absence.
- Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within **three (3) days** of the absence.
- Excused absences may include: illness, death in immediate family, medical or dental appointments, required court attendance and unavoidable family emergencies.
- Unexcused absences may include: oversleeping, car issues, missing bus, hunting, shopping.
- All absences from school beyond ten (10) total days shall require a doctor's excuse. If a doctor's excuse is not provided, the absence will be considered illegal.
- Planned absences may be excused by completing the educational trip form **at least one week PRIOR** to the trip. All educational trips **must** be approved by the school's principal. **Approval of a maximum of five (5) days** will be at the discretion of the principal based on attendance and grades.
- Students with three or more unexcused absences will be referred to the school social worker to develop a School Attendance Improvement plan.

Educational Field Trips (not school sponsored)

A student may be excused during the school year to participate in an educational tour or trip which is not sponsored by the school district if the following conditions are met:

➢The parent/guardian shall submit a completed request form provided by the school **at** least **one week** in advance of the trip.

Board Policy 204

All requests for an educational trip shall be submitted to the building administrator for approval. Upon receipt of a written request from the parents/legal guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations. Such travel shall be at the expense of the parent/legal guardian and shall be subject to direction and supervision by a parent/legal guardian.

Approval for these trips shall be requested, in writing, on forms provided by the District. Requests must be submitted one (1) week before the date of departure and should be completed in detail. Forms shall not be accepted after the trip.

Submission of the form does not constitute approval. Requests will be evaluated on the following criteria:

1. Length of trip – number of school days the student will be absent.
2. Only five (5) days per year shall be considered for educational trips. The Superintendent or designee may approve extenuating circumstances.
3. The number of absences accumulated prior to the scheduled trip. Ten (10) or more excused or unexcused absences accumulated prior to the trip may result in denial of the trip.
4. Trips and travel may not be approved if they conflict with finals, achievement or standardized tests, or other school events during which the Superintendent deems attendance is necessary.
5. Absences from school to participate in travel trips and tours may not be approved for students who are not in good academic standing.

Coursework missed during a period of excused absence to participate in a trip must be completed satisfactorily after return to school within fourteen (14) calendar days subsequent to the last approved day of absence. Given adequate notice of planned absences, teachers are requested, insofar as such is possible, to provide an outline of assignments for completion during the period of absence. Work submitted by students in conforming with this requirement is to be evaluated, without penalty, for late submission.

Absences accumulated while on an approved educational trip count towards the student's ten (10) day absences before a physician's note may be required for all future absences.

School Assignment Within District

Board Policy 206

The Board directs that the assignment of students to classes and schools within this district shall be consistent with the educational needs and abilities of students and the best use of district resources.

Guidelines

Students will be assigned to schools according to the attendance area in which they reside.

The Superintendent periodically shall review existing attendance areas and recommend to the Board changes that may be justified by consideration of safe student transportation and travel, convenience of access to schools, financial and administrative efficiency, and effectiveness of the instructional program.

The Superintendent or designee may assign a student to a school other than that designated for the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student.

Primary School Procedures*

All K-3 students who enroll or are enrolled in the Williamsport Area School District will be assigned to their home school based upon the attendance area within which they reside.

Primary Student Residency Move

Students who move into another primary school's attendance area during the summer **must** attend their new home attendance area school for the following school year.

Students who move during the school year into another school's attendance area at the primary level may finish out the year out at their current school if they choose. A school residency change form must be signed indicating that they will attend their attendance area school the following year. The parent/guardian must also agree that they are responsible for transportation of the student for the rest of the school year. If attendance declines after the move, the school district does have the right to move the student to their home attendance school immediately.

Intermediate School Procedures*

All 4-6 grade students who enroll or are enrolled in the Williamsport Area School District will be assigned to their home school based upon the attendance are within which they reside.

Intermediate Student Residency Move

Students who move into another WASD Intermediate school's attendance area during the summer **must** attend their new home attendance area school for the following school year.

Students who move after the start of the school year but before the end of the first semester into WASD's other Intermediate school's attendance area will be required to change schools immediately.

Students who move during the school year into another school's attendance area at the Intermediate level may finish the year out at their current school if the move occurs after the end of the 1st semester. The parent/guardian must sign the school residency change form indicating that they will attend their attendance area school the following year. The parent/guardian must also agree that they are responsible for transportation of the student for the rest of the school year. If attendance declines after the move, WASD does have the right to move the student to their home attendance school immediately.

**Exceptions to these procedures are homeless students identified under the McKinney-Vento Act and those students who are receiving special education services and need to be in a specific building. These situations will be handled on an individual basis by the Building Principals, Director of Student Services, and Special Education Supervisors.*

High School Credit from Outside Sources

Any student wishing to receive Williamsport Area High School credit for an experience or course not listed in the High School Course Catalog or included among dual enrollment offering must utilize the following procedure:

1) At least one month prior to beginning the course, complete a "Request for Williamsport Area High School credit" form obtained from the guidances office.

2) Submit the form, along with course information (syllabus, detailed description, etc.) to his/her high school counselor who will route the request to the appropriate administrators for review.

3) The counselor will notify the student of approval status after review.

4) It is the student's responsibly to provide documentation of successful course completion to the counselor in order for the approved course to appear on the student's transcript.

Transcripts

By Pennsylvania Department of Education mandate the Williamsport Area School District must include Keystone Assessment scores on high school student transcripts. The Department also directs that Scholastic Aptitude Test (SAT) scores be included on transcripts. However, parents, and students having reached their 18th birthday, may

withhold permission for the inclusion of SAT scores. To do so, please complete the Reservation of Consent on page 8.

The District assumes that requests for transcripts by institutions of higher learning are generated as a result of application to that institution on the part of the student. The District will forward transcripts unless the student's counselor is explicitly informed in writing by parents or students 18 years of age to withhold these transcripts.

New Grade Scale Gr. 7-12

Effective 2018-19 School Year

A	90-100
B	80-89
C	70-79
D	65-69
E	Below 64

Students at risk of failing:

Students failing a course within a marking period are assigned a "55" to allow them to recover the failing grade in subsequent marking periods. This placeholder grade will be in effect from the beginning of the 2018-2019 school year.

In order to recognize superior academic achievement, the current Honor Roll system will remain.

Distinguished Honor Roll	95% in all subject areas
High Honor Roll	90% in all subject areas
Honor Roll	85% in all subject areas

Health Services

CHIP

Pennsylvania's Children's Health Insurance Program (CHIP) makes comprehensive health insurance available to all uninsured children in Pennsylvania. CHIP brochures, explaining the program, are available in each school's Guidance & Counseling Office.

Prescription Medications

The District strongly recommends that medications be given in the home. When medication absolutely must be given during school hours, certain procedures need to be followed. **Failure to follow the guidelines will result in your child not receiving prescribed medication.**

Two forms must be completed, one by the doctor and one by the parent.

Any medication to be given during school hours must be delivered directly to the school nurse by the parent or a responsible adult, or by arrangements made directly with the school nurse. The medication must be in the original prescription container dispensed by a pharmacy.

As an exception to the above, students may carry asthma inhalers and epinephrine auto-injectors for self administration providing they meet criteria established to insure that they possess the capability for self-administration and for responsible behavior. This criteria is available upon request. Student capability for self-administration will be determined by the school nurse using a protocol designed to protect the safety of the individual student and others. Student must report all inhaler use to the school nurse following the class period in which it occurs. All epinephrine use must be reported to the school nurse immediately.

Specific self-administration forms, available from the nurse's office, must be completed to enable inhaler or epinephrine injector use.

Non-prescription Medications

Over-the-counter non-prescription medications will not be administered in school **unless specifically ordered by your child's doctor**. This includes items such as Advil, cough syrups, cough drops, herbal supplements, alternative remedies, throat sprays, etc. Over the counter non-FDA approved items such as Essential Oils will not be administered. Please do not send these items to school.

The school physician has instituted certain protocols for giving acetaminophen, Tums, and calamine lotion. Unless certain conditions are met for administering these items and parents have signed the permission card for their administration, acetaminophen, Tums and calamine lotion will not be offered to students.

The authorization shall be effective from the date of signing permission card until graduation or revoked by parent/guardian in writing.

Immunizations

Immunization requirements for attendance in all grades:

- Hepatitis B vaccine (HBV) - 3 properly spaced doses.
- Two doses of Mumps, Measles, Rubella:
- Tetanus Diphtheria/Pertussis: four doses with one given on or after the fourth birthday
- **Four doses of injected polio vaccines with one given on or after 4th birthday.**
- Two doses of varicella (chickenpox) vaccine or history of the disease

In addition to the vaccines listed above, students entering the following grades are required to have:

7th grade:

- One dose of Tetanus, diphtheria, acellular pertussis (Tdap) if five years has elapsed since last Tetanus, Tetanus/Diphtheria immunization
- One dose of meningococcal conjugate vaccine (MCV)

12th grade:

- One dose of meningococcal conjugate vaccine (MCV). If one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

Remember to inform the school nurse about immunizations your child receives so that school health records will contain current, accurate information. Please contact your child's building nurse if you have questions or concerns requiring these new immunization requirements. Failure to meet these requirements will result in your child being excluded from school until the required shot(s) is received

Body Mass Index (BMI)

The Pennsylvania Department of Health has mandated that children in grades K-12 have yearly Body Mass Index (BMI) calculations done. This mandate is integrated as part of the growth-screening program conducted annually by the school nurses. The BMI is a calculation utilizing the child's height, weight, age and gender. The calculation, which is a screening tool, is used as a guideline to assist health care providers in identifying children who may be underweight, overweight, and at risk for overweight.

Several factors can influence a child's BMI calculation. Some of these include participation in sports, pubertal status, and family history. The child's health care provider is the best person to evaluate whether or not the measurements/ calculations are within a healthy range.

Being either underweight or overweight can put a child at risk for certain health problems. It is important to emphasize that only the child's health care provider can determine if the student is at risk for health problems.

Each child's BMI calculation will be sent home to the parents. Questions regarding BMI should be directed to the School Nurse at your child's school.

HIV/AIDS

Detailed curriculum outlines and curricular materials used in conjunction with HIV/AIDS instruction are available to parents and guardians during normal school hours and at teacher/parent conferences. Curricular materials, if practical, shall be made available by the school district for home instruction use by a parent or guardian of a student excused from the District's HIV/AIDS instruction.

The school district will excuse a student from HIV/AIDS instruction when the instruction conflicts with the religious and/or moral principles of the student or parent/guardian of the student and when excusal is requested in writing.

Head Lice

Every year, many children throughout the United States become infested with head lice. Head lice do not cause or spread any diseases. Head lice are tiny wingless insects that are about the size of a sesame seed. Lice cannot jump or hop from person to person. They are able to crawl quickly, but are unable to cover great distances.

Studies show that classroom screening for head lice in school does not decrease the incidence of head lice; therefore, classroom screenings are no longer done in the schools. Head lice are difficult to see but signs to look for include: persistent scratching of the head or back of neck and white specks in the hair. Dandruff is easily removed while lice nits are glued to the hair shaft and are difficult to remove. Research has shown that head lice are most often transmitted in the home environment – not the school environment. Children should be encouraged to avoid direct head to head contact.

Head Lice Infestation

If you discover that your child has head lice, don't panic. Your child will not get any disease from having head lice. Please seek assistance from your physician, PA Department of Health, or the school nurse and follow their treatment instructions. If seeking information on the web, please be aware that many of the sites dedicated to head lice are not based on scientific evidence and therefore provide inaccurate information.

The following web sites offer information that can be trusted:
cdc.gov/lice/head

Naloxone Policy

As a means of enhancing the health and safety of its students, staff and visitors, per board policy 823, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.

Student Accident Insurance

The Williamsport Area School District now provides supplemental accident medical insurance for all students and athletic participants, for all school sponsored/supervised group travel and school sponsored events. This coverage is in excess to parental health plans.

The district also provides access to voluntary accident plans. This voluntary accident plan provides coverage for your student(s) 24 hours-a-day, year round and continues until the end of the policy year (first day of school the following year). A brochure that describes benefits and prices is available on the District website www.wasd.org/parents-students. To purchase coverage go to the following

weblink: https://www.1stagency.com/paschools/?SchoolId=174 complete the online application and make payment (Visa or Mastercard). All questions should be directed to The First Agency, a Gallagher Company at (800) 243-6298 or (269) 381-6630.

Student Consent and Release Form

Parents are requested to complete and sign the consent form. This form will be completed one time during your child's school career. It is to be returned to your child's/children's homeroom teacher on the first day of school. A signed form is required to allow student photograph, voice, identification and/or image to be used by the District in connection with its promotional materials, including brochures, video or audio broadcasts of tapes, newsletters, the District's website or other promotional materials and in local media.

Asbestos Management Plan

The Williamsport Area School District has an Asbestos Management Plan in place. This management plan can be reviewed at the Business Office and is on file in each School Administrative Office.

During the next year, the six-month asbestos periodic surveillance program will be continued.

If you have any questions concerning the Williamsport Area School District's Asbestos Management Plan, please contact Supervisor of Maintenance & Facility Operations at (570) 326-0760.

Integrated Pest Management

The Williamsport Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. 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 IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to use 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 chemicals to control a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the 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.

Requests to be placed on this registry must be done in writing and sent to: Supervisor of Maintenance and Facilities, 1400 West Third Street, Williamsport, PA 17701.

If a chemical 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. 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 Supervisor of Maintenance and Facility Operations at (570) 326-0760.

Classroom Utilization of Biological Specimens

There is a proper place for the study of live and preserved specimens in our school system. Although models, drawings, and computer simulations are valuable, in certain situations, nothing will replace the actual specimens. By placing a high regard on specimens that were once alive, we consider that they are treated with appropriate respect. We incur considerable expense to obtain biological specimens. These are valuable tools and play an important role in our instruction.

We recognize that some individuals fail to see the value in utilizing once-living specimens and feel that alternative means of learning the required material should be provided where possible. However, students desiring to pursue their studies using authentic specimens should have the opportunity.

Act 88, a law that was added to Section 1522 of the school code on July 9, 1992, requires schools to notify parents of students enrolled in courses where dissection or vivisection may take place. This notification provides the right of students to decline to participate in an education project involving the dissection or vivisection of an organism of the kingdom of Animalae in the Phylum Chordata, organisms which have a notochord.

A student shall be offered an alternative education project if he or she chooses to refrain from

participation in, or observation of, a portion of a course of instruction in accordance with this section. The purpose of this alternative project is to provide the student an avenue for obtaining the factual knowledge, information or experience required by the course of study.

Those parents or guardians choosing not to permit their son or daughter to participate in the dissecting activity are to submit requests in writing to the appropriate teacher by October 23, 2020.

Athletic Participation Fee

The WASD will charge a $50.00 athletic participation fee for the 2020-21 school year. The fee is payable prior to the start of practices for the respective sports season. The fee, in part, will cover the cost of insurance for the student-athletes, transportation, officials, and other costs necessary to run the programs.

A single $50.00 fee will allow the student-athletes to participate during the fall, winter, and spring sports' season. There will be no refunds once the student-athlete begins practice. No exceptions will be made to this procedure.

Instrument Maintenance Fee

The WASD will charge a $50.00 instrument maintenance fee for the 2020-21 school year. The fee is payable at the beginning of the school year by all students using a school district instrument. The fee covers the costs of keeping the District's brass, woodwind, percussion and string inventory in good working condition. There is a single fee regardless of how many instruments the student may be using.

Act 16 of 1994

Act 16 amends the Pennsylvania Crimes Code to expand the offense of "institutional vandalism" to include carrying aerosol spray paint cans, broad-tipped indelible markers, or similar marking devices into an institution, such as a school building, with the intent to vandalize.

Act 17 of 1994

Act 17 defines defacing public and private property with spray paint or indelible markers as "criminal mischief." The act also provides the court with a community-service sentencing option in lieu of jail time for such an offense.

Parent Visitation Requests

The district respects the rights of parents and the privacy expectations of all children. To balance the needs of both, district-wide visitation procedures are in-pace at all school buildings, K-12.

A parent or guardian who requests to visit one or more classes must contact the building principal at least 24 hours in advance to determine a mutually agreeable time and condition for visiting. Visitations will be limited to one (1) classroom period of time per course/subject once each academic year. The request will be made in writing and must specify the purpose of the visit. Building principals will share with parents the district's administrative procedure on classroom visitations and request a signature of receipt. A district employee may accompany the parent during the visit and parents will be asked to maintain confidentiality of students, other than their own children.

1. Parent/guardian visits will be scheduled at the district's convenience and be on a typical school day (i.e., no field trips, assemblies, two-hour delays, or classrooms where substitute teacher is covering the class). Observations will not be scheduled during student testing, the day immediately preceding or following a vacation or holiday or during the opening two weeks of the school term.

2. The principal reserves the right to cancel or reschedule a classroom visitation in the event of unforeseen circumstances or emergencies.

Complaint Procedure

The Williamsport Area School District has a written complaint procedure for seeking appropriate remedies to public complaints. Copies of the procedure, which includes information about Pennsylvania's Procedures for Complaint Resolution, are available in the principal's office at each school and in the Superintendent's office at the District Service Center, 2780 West 4th Street, Williamsport, PA 17701

Civility/Orderly Conduct

The purpose of this policy is to provide rules of conduct for parents/guardians, other visitors to schools, and school district employees. It is the intent of the School Board to promote mutual respect, civility and orderly conduct among district employees, parents/guardians and the public. It is not the intent of the School Board to deprive any person of his/her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators,

other staff, parents/guardians, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the School Board encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

Expected Level of Behavior

School and school district personnel shall treat parents/guardians and other members of the public with courtesy and respect. Parents/Guardians and other visitors to schools and school district facilities shall treat teachers, school administrators, other school staff and district employees with courtesy and respect.

Unacceptable and Disruptive Behavior

Disruptive behavior includes, but is not necessarily limited to:

1) Behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardian(s) and the general public.

2) Using loud and/or offensive language, swearing, cursing or display of temper.

3) Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.

4) Damaging or destroying school or School Board property.

5) Any other behavior that disrupts the orderly operation of a school, a school classroom or any other School Board facility.

6) Abusive, threatening, or obscene email or voice mail messages.

Parent/Guardian Recourse

Any parent/guardian who believes s/he was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor.

Tobacco Policy

Tobacco use shall be prohibited at all times inside each school building, the District Service Center, Warehouse/Bus Complex and outside on school grounds of each school building (including athletic fields and sports complex), the District Service Center and Warehouse/Bus Complex.

The prohibitions authorized by this policy apply to all uses of tobacco, including cigars, cigarettes, pipes, chewing tobacco, snuff and the possession of lighted cigarettes, cigars, pipes or other lighted smoking equipment. "Tobacco use" shall include smoking, the use of smokeless tobacco in any form, and electronic or vapor cigarettes or delivery systems.

Students who violate this policy will be subject to disciplinary procedures as outlined under school policies to include an administrative fine up to $50. See also page 36 and 37 of Student Rights and Responsibilities.

Employees who violate this policy will be subject to disciplinary procedures enforced by the school district to include:

- **Verbal warnings**
- **Written reprimands**
- **Suspension and dismissal**
- **Prosecution under the current laws of the Commonwealth of Pennsylvania to include a civil fine up to $50**

Visitors who violate this policy will be subject to removal from school property and prosecution under the current laws of the Commonwealth of Pennsylvania to include a civil fine up to $50.

A school-site tobacco ban for students, employees and visitors reinforces classroom instruction reaffirming the hazards of tobacco use. By treating students, teachers and other adults in the schools equally, a tobacco ban demonstrates the injurious effects of smoking on everyone's health. A school-site tobacco ban for students and adults also provides consistency among school programs directed against smoking and supports the essential regulatory scheme for students in the public schools.

Acceptable Use of Computer Communication Tehnology

This policy sets forth the commitment of the Board of School Directors to quality educational programs in our schools. The Board acknowledges with appreciation the assistance provided by the Educational Technology Advisory Committee (ETAC) in developing this policy.

1. Purpose: Computers existing in, or networked within, a school building provide the capability for students and staff to access and share information within that school. By adding outside connections and communication software to a computer, the capability to access and share information expands globally. The most far-reaching means of sharing and accessing information is through the Internet, a world–wide telecommunications network connecting millions of computer systems.

The ability to access and share information via computer, whether across the hall or around the world, will be used by students and staff to

further Williamsport Area School District's educational goals and objectives. Through computer communication technology, an unprecedented world–wide, diverse array of resources is available in schools and classrooms to support and enrich the curriculum. Knowing how to access this wealth of information and how to communicate electronically will be fundamental skills in the world in which our students will be citizens and employees.

By facilitating resource sharing, innovation, and communication, computer communication technology promotes educational excellence. Students are able to contribute to the collection, analysis, and dissemination of knowledge. Communicating and accessing information resources by computer motivates students and encourages independent and critical thinking.

The Board endorses the use of the Internet as an educational tool. Control of all online activities is impossible; therefore, all users who access the Internet through the Williamsport Area School District are required to adhere to strict ethical and legal guidelines.

Internet users are expected to act in a responsible, ethical, and legal manner in accordance with the Williamsport Area School District's educational goals, policies, and discipline procedures; with the mission and purposes of the other networks they may use on the Internet; and with the laws of individual states and the United States.

2. Definition of Acceptable Use: Access to the Internet from the Williamsport Area School District must be in support of education and research. Internet users shall agree to the following:

A. Internet users shall refrain from accessing any newsgroups, links, listservs, or other areas of cyberspace that would be offensive to any student, teacher, or parent because of pornographic content; racial, ethnic, or minority disparagement; encouragement of violence; or illicit/illegal content.

B. Accordingly, Internet users shall be responsible for monitoring and appropriately rejecting materials, links, dialogue, and information accessed/received by them.

C. Internet users shall keep copyrighted downloads from entering the school via the Internet. Therefore, Internet users shall refrain from downloading games, music, graphics, videos, or text materials that are copyrighted.

D. Plagiarism is unacceptable. Therefore, Internet users shall not distribute, or use material that was created by someone else without permission. Plagiarism is an infraction of the disciplinary code of the Williamsport Area School District. Source citation should be affixed to downloaded material.

E. Appropriate etiquette shall be practiced. Internet users shall be courteous and use appropriate language. Internet users shall not swear or use any forms of obscene, harassing, and abusive language. If Internet users are victims of such harassment, they shall report the abuse immediately to the system administrator, a teacher, or a counselor.

F. Internet users shall not reveal personal information about themselves or others, including but not limited to debit or credit card numbers, addresses, and telephone numbers.

- Students shall promptly disclose to a teacher or an administrator the receipt of any message that is in violation of this policy, is otherwise inappropriate, or makes the student feel uncomfortable.
- Staff shall promptly disclose to building administrator the receipt of any message that is in violation of this policy.

G. If personal accounts become available, Internet users shall not lend any account or password to others.

H. Electronic mail is not guaranteed to be private. System administrators have access to all mail. Messages relating to, or in support of, illegal activities shall be reported to the appropriate authorities.

I. Vandalism shall result in cancellation of Internet privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, of any Internet server, or of any other network service provider. This includes the creation, downloading, or uploading of computer viruses onto the Internet or host site.

3. District Monitoring and Privacy: Students/Staff are hereby advised that the District reserves the right to make periodic or random inspections of all email postings and Internet postings with no prior notice to students/staff to the maximum extent permitted under Pennsylvania law at any given time. The District's network is the property of the District; therefore, District officials may examine the contents of all email transmissions or Internet postings at any time.

Students-The District will also allow parents or guardians to have access to any email transmissions of their children that are available to the District upon written approval from District officials.

4. Definition of Security: Security on any computer system is a high priority, especially when the system involves many users. If a user is aware or suspicious of a security problem on the system, he/she shall notify a system administrator or another teacher. The problem

shall not be demonstrated to other users. If personal accounts become available, they shall not be accessed by other individuals without written permission from the account holder, and the password shall not be given to any other individual. Attempts to log in to the system as another user may result in cancellation of user privileges. Attempts by persons who are not system administrators to log in to the Williamsport Area School District Network as a system administrator shall result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Williamsport Area School District Network.

5. Consequences of Unacceptable Use: In addition to the matters stated in sections 4 and 5, above, Internet access may be revoked for misuse of electronic communication as illustrated below. Misuse may also subject the user to disciplinary action. Any illegal activities shall be reported to the appropriate agencies.

A. Email and Internet postings may not contain inappropriate language. The following are examples of inappropriate language:

- Language that is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful.
- Personal attacks, including those that are based on race, gender, national origin, religion, or sexual orientation.
- Harassment, which involves repeated communication that is known or should be known to be distressing to the person receiving the communication, or any single communication that is offensive and serves no legitimate purpose. False or defamatory information about a person or organization.

B. Email and Internet postings should respect the privacy of others. The following are examples of transmissions that would violate this policy.

- Reposting or retransmission of a message sent to a student without the sender's permission. Posting of private or identifying information about another person.
- Using another persons identification or passwords to gain access to the District's Network or for any other purpose.

C. Electronic communication will be used for legitimate school and career development purposes.

- Any attempt to use the District's Network for economic gain, including but not limited to the transmission or posting of "chain letters" or " pyramid schemes," and the use of the system for the sale of things or services.
- Any attempt to compromise the security of the District's Network, or to gain access to information that is not intended to be valuable to Internet users, whether part of the District's Network or not. Internet users are expressly prohibited from attempting to "hack" into the District's Network or to use the District computer equipment to "hack" into the sites or information belonging to others.
- Sending repeated transmissions to individuals or a group, or sending of unsolicited messages or transmissions that serve no legitimate purpose, including the practice commonly known as "spamming."

D. Internet Users will otherwise use the District's Network in a way that will respect the District's computer resources. Email will be checked frequently and will be deleted promptly after it is determined that the message need not be stored electronically

This policy is intended to be illustrative. All users of the system should recognize that no policy can anticipate all of the ways in which a system can be misused. The District may take such action as it determines, in its discretion, is necessary to prevent misuse or abuse of its Network, and may impose discipline for actions that are not specifically covered in this policy. Discipline imposed may include termination of the privilege to use the network, and, when determined to be appropriate, may also include suspension or expulsion from school and referral to criminal authorities.

6. Limitation of Liability: The Williamsport Area School District makes no express or implied warranties for the Internet access it provides. The accuracy and quality of information obtained cannot guaranteed. The Williamsport Area School District does not guarantee the availability of access to the Internet and shall not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Access to computer communication technology shall be provided for school–related academic activities only. Information sent or received cannot be assured to be private. Staff members shall be held harmless for student use of the Internet when students are violating policies and guidelines that they have agreed to uphold.

The District will not be responsible for financial obligations arising through the unauthorized use of the Network.

All Internet users shall sign the "WASD Contract Regarding the Use of Internet" before initiating access to the Internet using the District's computer communication technology.

7. Delegation of Responsibility: Over-sight of the implementation of this policy shall be the responsibility of ETAC/ATAC, a subcommittee of the Curriculum Council.

Federal Programs Title I and Title II

Information and contact requests should be directed to: Mrs. Patricia Wylie, Director of Federal Programs, 570-327-5500, ext. 40610 or pwylie@wasd.org.

Title I Program Description

Title I is a 100% Federally funded supplemental education program that provides financial assistance to local educational agencies to improve educational opportunities for educationally deprived children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics. In buildings with 40% or more poverty, districts may use the funds to upgrade the entire curriculum of the school and are School-wide Programs. The Williamsport Area School District operates six School-wide programs at their primary and intermediate elementary schools (K-6).

Title II Program Description

Title II, Part A, is a 100% Federally funded supplemental educational program that provides financial assistance to improve the skills of teachers and the quality of instruction in core academic subjects in public and private elementary and secondary schools. Title I funds Williamsport Area School District are used to support student achievement and teachers through an instructional coaching model (K-8), and enriching professional development opportunities, which focus on preparing and training, highly qualified teachers.

Notice of Appropriate State Certification: The Every Student Succeeds Act (ESSA)

ESSA requires schools that receive federal Title I funding ensure that all teachers teaching in a program supported with Title I funding must hold appropriate state certification and licensure requirements.

Parents' Right to Know

ESSA also requires the district to notify parents if their child is being taught for four or more consecutive weeks by a teacher in a Title I school or program who does not yet meet the definition of "appropriate state certification." Title I schools must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials.

- 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. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- 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,
  - ♦ time and format of disseminating results.

Title I Parent and Family Engagement Policies and Home to School Compacts

Title I stresses the priority of home and school working together in collaboration. Each year, every school that receives Title I services solicits input on the home to school compact with their working parent organization such as PTO, PTA, CSO, etc. Each school develops jointly, with parents of children participating in Title I, a written school parental engagement policy that describes how the school will carry out the parental engagement requirements including the development of a School–Parent Compact. Schools must update these policies periodically to meet the changing needs of parents and the school. The School Parent and Family Engagement Policy and Compact is developed with feedback from parents through their participation in PTA/PTO/PTAC meetings, annual school open house events, Title I events, Title I/school surveys, and parent-teacher conferences. Parents are surveyed annually to assess their satisfaction and give suggestions on the Title I program. The Policy is written and distributed using an understandable format and is provided in a language parents understand. If it is not, parents may request an alternate form or support from school personnel.

Title I parents are informed annually about our Williamsport Area School District Title I Parent Policy.

- Parents will be sent letters informing them that their child is eligible to participate in Title I.
- Parents will be given opportunities to offer suggestions about the planning, development and operation of the Title I program during the Fall Open Houses, Parent Teacher Parent Teachers Association meetings, and through other communications.
- Title I Parents will be encouraged to serve on the Title I Parent Council that meets at least once during the school year.
- Title I Parents will receive student progress reports four times per year. At the elementary

level, the information will be shared during the Parent Teacher conferences and with the mid-year and end of year report cards.

• Parent workshops will be planned to provide parents with ways to help their children succeed in school.

• As needed, materials will be made available to parents to use with their children at home to reinforce what the children are learning in reading and writing at school.

• As necessary, parents will be contacted and invited to volunteer in the classes.

• Complaints regarding Title I will follow the District's Complaint Procedure policy

If you have any questions about the Title I Parent Policy or would like to serve on a district-wide Title I Parent Council, please contact Federal Programs office. If you have questions about Title I in your child's school or would like to volunteer to help with Title I, please contact the principal.

Performance Tests

A list of approved tests which may be given to students to measure abilities and achievement has been approved by the Williamsport Area School Board.

The listing specifies the types of tests which will be given, along with purposes in giving them. Examples include tests to determine proper educational assignments; to determine academic strengths and weaknesses; to measure achievements of Honors Chemistry; to determine student attitude toward school; to measure reading achievement levels; to obtain a measure of group intelligence prior to entrance into middle school.

The results of Keystone tests and SAT testing (Scholastic Aptitude Test) will appear on the student's transcript, unless instructions to the contrary are given by the parent or student (18 years of age). Test score removal instructions are included on the transcript authorization card available at the high school. Parents interested in learning more about the District's testing program are asked to contact any of the school principals.

Homeless Youth

One of the main goals of the Williamsport Area School District Student Services Department is to help each homeless student have a school life that is as regular as possible during the period of homelessness.

On July 22,1987 the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America. It is now called the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. As a first step in 1988, the Pennsylvania Department of Education established the Education for Homeless Children and Youth Program. This program has been responsible for assessing Pennsylvania's homeless children population, developing the appropriate responses and establishing McKinney-Vento Homeless sites.

Under the McKinney-Vento Act homeless students have certain rights including the following:

- Attend their school of origin or school of current residence
- Remain in their chosen school for the duration of homelessness or the remainder of the academic year if they become permanently housed during an academic year
- Immediate enrollment
- Transportation to the school of choice
- Immediate access to educational services for which the student is eligible (e.g. Title I special education, before- and after-school programs, vocational and technical education or gifted and talented programs).
- Free meals provided by the district through federal, state or local food programs.
- Appeal educational placement decisions made by the district and remain the school of choice pending resolution.

The District's school social workers can support and help students in homeless situations in many ways. If you need assistance please contact Dr. Richard Poole, Director of Student Services at (570)-327-5500, ext. 40310.

Special Education

Child Find

The Williamsport Area School District recognizes that every student has unique learning needs. Identification activities are implemented to identify students who may be in need of special education and to develop meaningful educational programs based on individual strengths and needs. This process can be initiated by a request from either school staff or parents and will be completed by specially trained personnel. The Williamsport Area School District is committed to providing opportunities to all students to assist them in achieving their maximum potential. Thus, we provide a continuum of services to accommodate each individual.

Special education services are available to children who have one or more of the following disabilities:

- Autism
- Deaf/Blindness
- Emotional Disturbance
- Hearing Impairment, including Deafness
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment, including Blindness

Referral/Screening

Parents who have concerns about their child should contact the building principal to request a screening/evaluation. Screening activities are ongoing and include observations, group testing, vision and hearing screenings, speech/language screenings, review of cumulative records, report cards, and/or fine and gross motor skills. No evaluation may be conducted without written parental consent. Once written parental consent is received, the District will proceed with the evaluation process. Evaluations are conducted by a multi-disciplinary team (MDT) to determine the child's learning ability, behavior patterns, physical abilities, communication skills, and achievement levels. Results of the evaluation are reviewed by the team to determine if the child is eligible for and in need of special/gifted education services. If special/gifted education services are recommended, the parents are expected to be a part of the team that determines the exceptionality and develops the Individual Education Program (IEP) for the child.

Evaluation

No evaluation may be conducted without written parental consent. Once written parental consent is received, the District will proceed with the evaluation process.

Evaluations are conducted by a multi-disciplinary team (MDT) to determine the child's learning ability, behavior patterns, physical abilities, communication skills, and achievement levels. The team is comprised of the parents, teacher, principal, school psychologist, and. others as appropriate. Methods used in the evaluation may include review of records, observation, and individual/group assessment. Information will be gathered from school personnel, medical personnel, and parents.

Results of the evaluation are reviewed by the team to determine if the child is eligible for and in need of special education services. If special education services are recommended, the parents are expected to be a part of the team that determines the exceptionality and develops the Individual Education Program (IEP) for the child.

Independent Educational Evaluation

Parents have the right to obtain an independent educational evaluation at public expense when they disagree with an evaluation conducted by the school district. This evaluation must be completed by a qualified professional who is not an employee of the Williamsport Area School District.

Within 10 days of receipt of a written request for an independent educational evaluation, the Special Education Office shall either:

1. Initiate a due process hearing and notify you in writing that the district has done so.
2. Issue correspondence containing:
   a. An assurance that the district will pay for the independent evaluation provided that the evaluation consists of all assessment procedures required to determine the existence of all legally defined disabilities that evaluation provided that school staff, parents, or the evaluator reasonably suspects the child might have.
   b. A directive that the district shall not pay for the evaluation until it receives a completed copy of the report of the evaluation directly from the evaluator.
   c. Directions that the parent is responsible for arranging the evaluation and for ensuring that the evaluator contacts the Director of Special Education Services (570) 327-5500, 40410, to arrange for payment of the evaluation.

The Special Education Office maintains a list of qualified independent evaluators and shall make this list available for parents upon request.

Description of Special Education Programs

The Williamsport Area School District is obligated to provide appropriate special education programs, related services, and early intervention programs that are:

- Provided at no cost to the parents
- Provided under the authority of a school entity – directly, by referral, or by contract
- Individualized to meet the educational needs of the child
- Designed to yield meaningful educational benefit and progress
- Designed to implement an IEP

Special education is designed to meet the individual needs of each exceptional student. Related services available to students may include transportation, as well as developmental, corrective, or other supportive services that enable an exceptional student to benefit from his/her special education program.

Such services may include speech and language services, school health services, occupational and physical therapy, and assistive technology services.

Early Intervention services are available to children who are at least three years of age, but less than the age of five, and who have one of more of the same disabilities listed above, and/or a significant developmental delay. Early Intervention does not include gifted services.

Student Records and Confidentiality

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information.

All student information is confidential and is available only to those in education working with a child and to his/her parents. Your consent, or consent of an eligible child who has reached the age of majority under state law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). Federal regulations give both natural parents access to their child's educational records unless there is a court order, state statute, or legally binding document prohibiting access.

Surrogate Parents

Federal legislation has established measures to ensure the rights of handicapped children, including the right to a free and appropriate public education (FAPE). To ensure that this right is realized by the handicapped children whose parent or guardian is unknown or unavailable, the state requires that districts pursue a surrogate parent to represent the student. Districts must recruit, train, and select volunteer surrogate parents to aide in the identification of exceptional students and participate in the development of individualized educational programs.

Anyone interested in obtaining more information on training to become a surrogate parent should contact the Bureau of Special Education Office or the BLaST Intermediate Unit 17 at 570-323-8561.

Notice

For further information about these procedures or information regarding parent rights, due process procedures, or specific special education services, contact Mrs. Sheila Shull, Director of Special Education, at (570) 327-5500, ext. 40410.

Gifted Education

WASD conducts an annual search for students that may potentially be gifted. This search is conducted based on a timeline starting at the end of the first marking period. However, at any time teachers from grades K-6 may make a request to have a student screened or evaluated for gifted eligibility. At any time throughout the school year a parent may request a teacher or building principal for a child to be evaluated for a gifted multidisciplinary evaluation. A student may be screened once per school year. A parent may only request to have a child evaluated once within a two-year span. The school district shall determine the student's needs through a screening of multiple assessment results and an evaluation process which meets the requirements of Chapter 16.

Evaluation

For students who are potentially gifted students, the district will take the following steps:

1. Screen student's academic progress using multiple sources
2. Collect teacher and parent input
3. Conduct the Gifted Multidisciplinary Evaluation
4. Compile a Gifted Written Report
5. Convene a Gifted Individual Education program team meeting to determine whether the student is gifted: and
6. Develop a Gifted Individual Education program if the student is a gifted student.

For students who are gifted and eligible for Special Education, it is not necessary for school districts to conduct separate screenings and evaluations, develop separate IEPs or use separate procedural safeguards processes to provide for a student's needs as both a gifted and eligible student.

WASD implements gifted support services that match the needs of individual learners.

For more information on the evaluation procedures for gifted education, contact Mrs. Sheila Shull, Director of Special Education at (570) 327-5500, ext. 40410.

Chapter 15 Students

In compliance with state and federal law, the Williamsport Area School District will provide services to each protected handicapped student, without discrimination or cost to the student or family, as follows: those related aids, services or accommodations which are needed to provide the student with an 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. In order to qualify as a protected handicapped student, 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 more information on the evaluation procedures and provisions of services to protected handicapped students, contact Mrs. Sheila Shull, Director of Special Education.

Student Rights and Responsibilities

The Rights & Responsibilities section of this publication comprises the Code of Conduct for the Williamsport Area School District.

Free Education and Attendance....27
Student Responsibilities....27
Bicycles, Motor Vehicles....27
School Rules....28
School Bus Conduct....28
Discrimination....29
Bullying....29
Harassment....29
Hazing....30
Electronics Devices Policy....30
Charged Meal Policy....30
Corporal Punishment....30
Safe Schools....31
Student Discipline....31
In-School Suspension....31
Exclusions from School....31
Interrogations and Apprehensions of Students by Outside Officials on School Premises....32
Searches....32
Hearings....32
Confidential Communications....33
Controlled Substances....33
Drug and Alcohol Testing Policy....33
Flag Salute and the Pledge of Allegiance....33
Freedom of Expression....33
Hair and Dress....34
Student Involvement....35
Smoking and Smokeless Tobacco....35
Opting Out of Instruction....35
Playground Rules....35

Appendix

Guidelines for Drug and Alcohol Abuse....36
School Conduct Guidelines....38

I. Free Education and Attendance

All persons residing in the Williamsport Area School District between the ages of six and twenty-one are entitled to a free and full education in the District's public schools. This right extends to migratory children and pregnant or married students. Intellectually disabled children also are entitled to a public school-sponsored program of education and training appropriate to their learning capabilities. Concurrent with the Williamsport Area School District's providing a good education, it is the responsibility of the student to attend school with a desire to learn.

In compliance with state and federal law, the Williamsport Area School District will provide services to each protected handicapped student without discrimination or cost to the student or family as follows: "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." In order to qualify as a protected handicapped student, 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.

Parents and guardians of all children between the ages of eight and seventeen are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

In order for an absence to be considered legal or excused a written and signed note from the parent or guardian explaining the reason for the absence must be received by the school.

Students may not be asked to leave school merely because they have reached seventeen years of age if they are fulfilling their responsibilities as students, as defined hereafter.

Students may not be excluded from public schools or from extracurricular activities because of marriage or pregnancy, unless such condition is deemed detrimental to their health as certified by a physician.

II. Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of students to:

A. Be aware of all rules and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

B. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property within the school.

C. Dress and groom themselves to meet fair standards of safety and health, and not to cause disruption to the educational program.

D. Assist the school staff in operating a safe school for all students enrolled therein.

E. Be aware of and comply with state and local laws.

F. Exercise proper care when using public or private facilities and equipment. The cost of school property destruction or defacement by a student will be charged directly to the student and parents of the student. Other penalties may be assessed by the school administration or by law.

G. Attend school daily, except when excused. Upon return to school following an absence, the student shall bring a written excuse signed by the parent or guardian stating the reason for absence. If a written excuse is not received by the third day following the return to school, the absence is considered illegal by the PA School Code.

Please refer to individual school handbooks and the high school student folder which are supplied to each student on the first day of school for specific rules regarding late entry and early dismissal.

Examples of excused absences may include: illness, death in the family, medical or dental appointments, court appearances, and unavoidable family emergencies. Patterns of excessive absence will be brought to the parents' attention by the building principal. Continued excessive absence may lead to a physician's excuse being required in order for an absence to be considered excused.

H. Be on time at all classes and other school functions. Every effort must be made to develop the habit of punctuality. Parents should help students see the importance of responsibility for promptness. In case of tardiness, a note of explanation is required.

I. Make all necessary arrangements for making up work when absent from school.

J. Pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local school authorities.

K. Adhere to strict journalistic standards of integrity, refrain from indecent or obscene language in student newspapers or publications.

III. Bicycles & Motor Vehicles

Students seeking permission to drive to school must meet certain criteria related to attendance, academics and discipline. Students must also demonstrate a compelling

need to drive such as work or extracurricular activities meeting on a daily basis. Students who wish to receive permission to drive to school can request an application for a parking permit from the attendance office. The completed application can then be returned to the attendance office for review and approval by a principal.

The **One Day Driving Permit** is issued to a student who has an appointment during school hours or faces unusual and compelling circumstances. To be considered for the permit, a written and signed request from the parent or guardian must be submitted at least one school day prior to the petitioned date. It must include the name and phone number of the doctor, dentist, etc. and the time of the appointment.

The **Daily Driving Permit** is issued only to students who demonstrate a compelling need to drive such as, but not limited to, work experience opportunities, or participation in extracurricular activities, and who meet criteria related to attendance, academics and discipline. To be considered, a student must request an application from the attendance office. An application will not be considered unless it is properly completed, including the signatures of the employer or advisor/coach and the parent/guardian. A fee is charged for all the approved driver's parking stickers.

Students obtaining driving permits **MUST** comply with the following regulations:

1) **Display** one day driving permit or daily driving permit sticker/hang tag at all times.

2) **Park** in designated student parking areas only.

3) **Do not** return to the parking areas during the school day. They are considered "off limits."

4) **Do not** transport any other students.

Students **violating** the driving regulations and/or committing repeated discipline violations will have their driving privileges **revoked.**

IV. School Rules

The Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school. It may not make rules which are arbitrary, capricious, or outside its grant of authority from the General Assembly. Its rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

School rules are assumed to be "reasonable" until they are rescinded or waived. Students, therefore, must obey school rules while working through administrative changes to attempt to change those with which they disagree.

When the school rules are not obeyed, the student should be aware that appropriate disciplinary action will follow.

In Appendix II are "Guidelines for Student Discipline" which describe levels of rule infraction from minor (Level I) to major (Level IV). Included are examples of misbehaviors at these levels, and the disciplinary actions which may follow as a consequence of those behaviors.

These guidelines are designed to cover most student relationships with the schools. They cover conduct in the classroom as well as the school program, including such school-related activities and forums as cafeteria, assemblies, transportation, athletics, and extracurricular activities.

V. School Bus Conduct

In order to comply with laws regulating the number of passengers that may be carried on a bus, students may not ride on a bus other than the one to which such student may be assigned. Students who do not ride a bus to or from school may not ride buses on regular routes for special events. When riding a bus, students shall:

A. Be in the place designated, both morning and afternoon, ready to board the bus on schedule.

B. Stand back from the roadway in an orderly line and wait until the bus comes to a full stop before entering upon the roadway to board the bus. The students shall wait until the bus comes comes to a full stop before leaving their seats to get off the bus. Students must not play games (horseplay) or chase anyone (someone might run out into the street or highway in front of traffic).

C. Take a seat immediately upon boarding the bus.

D. Keep hands and head inside the bus at all times.

E. Conduct themselves properly at all times, to assure the highest degree of safety.

F. Never distract the driver while the bus is in motion.

G. Cooperate with the driver at all times. Be courteous to the driver, obey him or her, and give him or her the respect due a teacher.

H. Obey the driver and report promptly to the principal if instructed to do so by the driver.

I. Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.

J. Help small children.

K. Keep track of personal property.

L. Never throw anything on the bus, out of the bus, or at the bus.

M. Not smoke at anytime.

N. Not possess, use or be under the influence of narcotics, illegal drugs, or intoxicants.

O. Not save seats for friends.

P. Ride only on the assigned bus and get off only at the assigned stop, with such exceptions as requested in writing by parents and approved by the principal.

Q. Cellular telephone usage is not permitted on bus routes to and from school nor at bus stops.

Any conduct by students while riding school buses which deviates from these rules may result in disciplinary action.

When student misconduct warrants disciplinary action, any of the following may occur depending upon the severity of the infraction and the student's record of prior misconduct.

A. Verbal warning by the driver

B. Special seating as arranged by the driver

C. Directive by driver to correct the offense

D. Driver submits verbal report to parents
E. Confiscation by driver of controlled substances
F. Student conference with principal
G. Warning letter sent to parents, student permitted to continue to ride on bus while on probation, at discretion of principal
H. Students suspended from bus riding privileges for a time up to and including the end of the current school year at the discretion of principal
I. Principal administers in-school suspension
J. Principal suspends student from school
K. Student expelled from school at discretion of the School Board
L. The Williamsport Area School District has video/audio recorders that are mounted on buses. Students using any bus should be aware that video and audio recordings may be made of their activities on the buses at any time.

VI. Discrimination

No student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

Each individual shall be accepted into the educational program as he or she is and shall be provided with a stimulating environment and learning experience designed to promote behavioral change that will affect continuing, satisfactory adjustment to life.

Opportunities shall be provided to each individual within the limits of his or her capacity. To this end the Board will strive to guarantee equal educational opportunity for each child according to his or her needs.

VII. Bullying

The Williamsport Area School District recognizes that bullying of students has a negative effect on the educational environment and overall climate of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the School District. Bullying can also escalate into more serious violence. Therefore, School District strives to offer all students an educational environment free from bullying.

Bullying shall mean unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult, that has the intent and effect of physically harming a student, damaging, extorting or taking a student's personal or academic property, placing a student in reasonable fear of physical harm, placing a student in reasonable fear of damage to or loss of personal or academic property, systematically and intentionally excluding a student from activities with peers, spreading false information about a student or attempting to influence others to exclude a student from an activity, otherwise creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Bullying is occurring when there exists an imbalance of physical, psychological, or social power between the aggressor and the victim, favoring the aggressor. Bullying is most often a series of aggressive acts as described above. The School District will not tolerate known acts of bullying occurring on School District property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities. Bullying activities that rise to the level of requiring disciplinary action will be resolved in a manner consistent with the policy for Student Discipline. Complete policy available upon request.

VIII. Harassment

It is the policy of the Williamsport Area School District to provide and maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, religion, sexual orientation, or disability. The Williamsport Area School District prohibits any and all forms of harassment because of race, color, sex, national origin, religion, sexual orientation, and disability and encourages all members of the school community to treat each other with mutual respect and acceptance of our differences. For purposes of this policy, members of the school community includes school board members, employees, students, agents, volunteers, contractors, or other persons subject to the supervision and control of the District.

It shall be a violation of District policy for any student, teacher, administrator or other school personnel to harass a student through conduct of a sexual nature, or regarding race, color, sex, national origin, religion, sexual orientation, or disability. It shall also be a violation of this policy for any teacher, administrator, or other school personnel to tolerate sexual harassment or harassment because of a student's race, color, national origin, religion, sexual orientation, ethnicity, or disability by a student, teacher, administrator, other school personnel, or by any third party or parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the Williamsport Area School District.

For the purpose of the policy, harassment means unwelcome verbal, visual, or physical conduct based on one's actual or perceived race, religion, color, national origin, gender, sexual orientation, disability, or other personal characteristics, and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive environment. According to state law 18 PA C.S.A.-2709), an individual commits the offense of harassment when, with the intent to harass, annoy, or alarm another person, the individual subjects, or attempts, or threatens to subject, the other person to unwelcome physical contact; follows the other person in or about a public place or places; or behaves in a manner which alarms or seriously annoys the other person and which serves no legitimate purpose.

Harassment can include any unwelcome verbal, written, or physical conduct which offends, denigrates, or belittles an individual because of any of the characteristics described above. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behaviors, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures. Complete policy available upon request.

IX. Hazing

In order to maintain a safe, positive environment for students and staff, the Board of School Directors does not condone any form of initiation or harassment, known as hazing, as a part of any school sponsored activity. Hazing is any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation, or membership in or affiliation with any organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Any incident of hazing should be reported to the building principal, who will impartially and comprehensively investigate the report. The principal will complete a written summary of his or her investigation and provide copies to those directly involved, as appropriate. In the case of a substantiated finding of hazing, appropriate disciplinary action will be recommended and disciplinary action may be taken by the group's coach or sponsor, up to and including removal from the activity. (Board policy 247)

X. Electronic Devices Policy

The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

In order to prevent interference with the educational process the Board prohibits **use of** personal communication devices, including but not limited to cell phones, laptops, personal data assistants, and walkie-talkies by elementary and middle school students during the school day in district buildings and on district property. **Use** includes cell phone rings and other electronic alerts, and the transmission or receipt of written or text messages. If these devices are brought to school they must be stored in the student's locker or other secure, non-visible location during the school day. For the purpose of this policy, the school day runs from the time the student enters the building through the bell or notification of dismissal.

High school students may use electronic devices during non-instructional times prior to the beginning of the school day and following dismissal, as well as during lunch periods while students are in the cafeteria. Use of electronic devices during instructional time is prohibited. Instructional time is defined as the time of entry into a class, activity such as an assembly, or other organized event until the student exits the class or event. This policy does not preclude individual high school instructors from allowing the use of these devices in class when such use is designed to be a part of or to support an educational activity. Electronic devices may not be used to take photographs, videos or make sound recordings, except when specifically approved in advance by an administrator. The use of electronic devices to display inappropriate content or to introduce disruption to the educational environment is prohibited.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbooks, district Rights and Responsibilities mailing, newsletters, posted notices, and other efficient methods.

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

The confiscated item shall not be returned until a conference has been held with a parent/guardian. Repeated violations may result in escalating student consequences, including but not limited to the confiscated item being held until the end of the school year, in-school suspensions and out-of-school suspensions.

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who has a need for such a device due to the medical condition of an immediate family member.
2. Other reasons determined appropriate by the building principal.

Exceptions to the prohibitions set forth in this policy may be made for health, safety, educational or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

XI. Charged Meal Policy

The District strives to provide students with a healthy lunch. However, due to the number of students who arrive in the cafeteria without arrangements for lunch payment it has been necessary to formulate a Charged Meal Policy, which requires the following practices. High school students carrying a negative balance will not be able to charge additional items. Middle school students with a negative balance of $10 will be unable to charge items in the cafeteria. Intermediate school students with $10 negative balances will not be able to charge items, but may be provided a sandwich, the cost of which will be added to their balances. Primary children with $10 negative balances may be provided an alternative meal, which will be charged to their accounts. The District will employ a variety of methods to remind parents of low and negative cafeteria balances, including letters sent home and Swift K-12 telephone calls. Negative balances of $50 will be turned over to a collection process.

A copy of the Charged Meal Policy can be obtained by contacting the District Service Center.

Parents are encouraged to apply for free or reduced meal costs by completing the application that appears at the front of this booklet.

XII. Corporal Punishment

Corporal punishment, namely physically punishing a student for an offense, may not be administered by any school district employee. However, reasonable force may be used by teachers and school authorities when required to maintain order or to enforce compliance with proper directions including but not limited to:

(1) to quell a disturbance;

(2) to obtain possession of weapons or other dangerous objects;

(3) for the purpose of self-defense or

(4) for the protection of persons or property.

XIII. Safe Schools

The purpose of this policy is to provide for the safety and security of persons in the schools of this district and to ensure a wholesome learning environment. In accomplishing this purpose, the school district will comply fully with the due process rights of its students.

This policy prohibits students from bringing weapons onto or possessing weapons on school property, to or at a school-sponsored activity, or into or on any public conveyance providing transportation to a school or school-sponsored activity. In order to comply with state and federal legislation, this policy must treat toy and look-alike weapons as weapons, requiring the same consequences for possession and use. Tazers and pepper spray devices are also considered to be weapons by this policy. It also sets forth responsibility for reporting in accordance with "Safe Schools" requirements. The areas covered by this policy include school buildings, school grounds, campus parking lots, school buses, school bus stops, school district service complexes, premises and vehicles used for official school purposes, and transportation routes to and from school. This policy will be in effect at school district-sponsored activities held off school campuses.

Under state and federal law violations of the weapons policy requires expulsion unless the Superintendent determines that lesser consequences are warranted.

XIV. Student Discipline

Means of discipline, such as in-school or after-school detentions, should be considered before suspension or expulsion. Special considerations should be given to in-or-out-of-school counseling as an alternative to or in conjunction with consequences.

XV. In-School Suspension

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school suspension when available shall be conducted in conformance with the following guidelines:

A. Students will be assigned to in-school suspension by school administrators.

B. The administration will inform staff members of the names of those students assigned to in-school suspension. This will include notifying the student's counselor and the school caseworker.

C. The administration will notify the parents in writing that a student has been assigned to in-school suspension, giving the reason for such assignment, and a conference may be held prior to the student's readmittance to regular classes.

D. Each student assigned to the in-school suspension will report with textbooks and assignments.

E. Credit shall be given for all assigned classwork completed during the period of suspension. This material is to be turned in the first day the student returns to regular class. The student may also make up any test or quiz given during the suspension. Evaluation of the classwork and the test/quiz shall be done by the classroom teacher.

F. A student will not be readmitted to class until his assignment to the in-school suspension room has been fulfilled.

G. Placement of a student under in-school suspension may result in the withdrawal of the privilege of attending or participating in extracurricular activities while under in-school suspension.

XVI. Exclusions from School (Suspensions and Expulsions)

A. The suspension or expulsion of a student from public school is a serious disciplinary measure. These measures should be exercised only under conditions of misconduct which materially interfere with the orderly and efficient administration of the school or which put at hazard the academic, physical, or moral welfare of other students. When feasible, before suspension or expulsion is considered, it should be preceded by extensive and varied efforts to correct the offensive behavior by positive means.

B. The Board of School Directors defines the following types of pupil offenses leading to suspension and/or expulsion:

1. Behavior which causes danger to the well-being of the individual pupil or to the other pupils and persons working within the school program.

2. Behavior which is disruptive to the program of studies or activities carried on/within the school.

3. Behavior which causes damage to school property and/or physical plant.

4. The use of any controlled substances (alcohol, drugs, etc.)

5. The possession and/or use of weapons on property owned or regulated by the Williamsport Area School District and when students are in route to and from school.

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

1. Suspensions may be given by the principal or person in charge of the public school.

2. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.

3. The parents and the superintendent of the District shall be notified immediately in writing when the student is suspended.

4. When the suspension exceeds **three** school days, the student and parent shall be given the opportunity for an informal hearing.

5. Suspensions may not be made to run consecutively beyond the **ten** school day period.

6. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.

D. Expulsion is exclusion from school by the Board of School Directors for a period exceeding **ten** school days and may be permanent expulsion from the school rolls.

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

F. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety,

morals, or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than **ten** school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

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

1. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the District's superintendent.

2. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The District then has the responsibility to make some provision for the student's education. If 30 days pass without the District receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent and, pending the parent's or guardian's provision of such education, the District must make some provision for the student's education.

XVII. Interrogations and Apprehensions of Students by Outside Officials on School Premises

School officials will make every effort to assure that students in their care are protected against infringements of their constitutional rights in any encounter with police or other non-school authorities wishing to interrogate, search or apprehend students while at school. Cooperation with such non-school authorities shall be extended pursuant to the following procedures:

A. Any law enforcement official entering upon school premises will report first to the office of the principal, state the purpose of the visit and produce identification and warrants (if applicable).

B. An officer with a warrant to search a student will be requested not to do so until reasonable efforts have been made to notify parent or guardian of the student. At the discretion of the principal, when the officer has no warrant to search, permission may be denied until the parents have been contacted or further advice received from the Superintendent or Board solicitor.

C. If an officer with a warrant proposes to arrest or take a student into custody, the principal shall immediately attempt to notify the student's parents or guardian. If the officer does not have a warrant, the principal may exercise his discretion and refuse permission to remove the student until the arrival of the parent or guardian, or further clarification from the superintendent or board solicitor.

D. Until the arrival of a parent or guardian, a school official shall be present at all times during the questioning of a student by an outside official.

The principal shall record any requests for student interrogations, searches or apprehensions by police officials or other non-school authorities, and the disposition of such requests in a file to be maintained in the school office.

XVIII. Searches

School authorities reserve the right to make periodic inspections and/or random searches of the following:

A. Student lockers.

B. All backpacks, book-bags, handbags, or similar things carried by students in school.

C. Automobiles driven by students to school.

The periodic inspections or random searches may be done without prior notice to students, and/or to the maximum extent permitted under Pennsylvania law at any given time. School authorities may confiscate illegal materials or contraband found during any search. Any such materials may be used against the student in disciplinary proceedings and/or disposed of in any way the school authorities determine, including being given to law enforcement authorities.

School authorities will make reasonable attempts to notify any student whose locker, backpack, or automobile is to be searched to give him an opportunity to be present. However, the giving of such notice is not required before the search may take place.

XIX. Hearings

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

A. Expulsions

A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

1. The following due process requirements are to be observed with regard to the formal hearing:

a. Notification of the charges shall be sent to the student's parents or guardian by certified mail.

b. Sufficient notice of the time and place of the hearing must be given.

c. The hearing shall be in private unless the student or parent requests a public hearing.

d. The student has the right to be represented by counsel.

e. The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.

f. The student has the right to request that any such witnesses appear in person and answer questions to be cross-examined.

g. The student has the right to testify and present witnesses on his or her own behalf.

h. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

i. The proceeding must be held with all reasonable speed.

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

B. Suspensions

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

2. The following due process requirements are to be observed in regard to the informal hearing:

a. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.

b. Sufficient notice of the time and place of the informal hearing shall be given.

c. A student has the right to question any witnesses present at the hearing.

d. A student has the right to speak and produce witnesses on his or her own behalf.

e. The District shall offer to hold the informal hearing within the first 5 days of the suspension.

XX. Confidential Communications

A. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings. See, for example, 42 Pa. C.S. 5945 (relating to confidential communications to school personnel).

B. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

XXI. Controlled Substances

Students using/possessing narcotics, drugs, marijuana or alcoholic beverages represent a difficult problem for parents, school officials and the community in general. It must be recognized that involvement with any drug is generally symptomatic of needs or problems requiring the full attention of parents, school officials and in some cases professional medical and psychological personnel. Counseling services by the school or an outside agency are sometimes necessary in an effort to prevent serious addiction. Parents are encouraged to seek help if they suspect possession, use or trafficking of a controlled substance by their children.

The Williamsport Area School District has a student assistance program called C.A.R.E., Crisis Assistance Referral Effort. C.A.R.E. provides a systematic process which enables a specially trained core group of school personnel to identify high risk students who have problems requiring intervention. The core team will intervene informally to determine the extent of each problem or formally to urge professional assessment and professional help for the student by utilizing school support staff and outside service providers.

School administrators and teachers may act "in loco parentis" and establish reasonable rules and regulations to protect any and all students enrolled in the public school from the acts of one or several of the membership.

Recognizing that trafficking in controlled substances is a real and present danger to young people, the procedures described in Appendix II may be employed to assist school personnel in the detection of controlled substances on or within school property.

Information received from other students, teachers, or citizens of the community that controlled substances may be present or located within the building or on the person of a particular student or students will be used to determine the actual presence of controlled substances.

With authorization of the superintendent, or his designee, a trained dog, under the supervision of a specially trained law enforcement officer, may be used for an inspection on or within school property to detect the presence of controlled substances.

When a controlled substance is detected, the administration will follow the procedures described in Board Policy 227: "Possession, Use, Distribution or Sale of Drugs," to wit:

Any student who, when under the authority of the School District, has illegal drugs in his possession, or is deemed to be under the influence of illegal drugs, or is engaged in the distribution or sale of illegal drugs or attempt thereof, shall be suspended from school, as provided in the Student Rights and Responsibilities Book. School authorities shall turn over all evidence and/or information relative to such incidence of illegal drug activity to appropriate police or juvenile court officials for disposition and investigation.

XXII. Drug and Alcohol Testing Policy

The Williamsport Area School District has implemented a Drug Testing Policy. The policy requires the support of all staff members to be effective. The emphasis of the policy is reasonable suspicion testing. It is a mandatory policy for all students participating in co-curricular activities or driving to school. For students who are not participating in co-curricular activities or driving to school, voluntary participation will be requested from both the students and their parents.

There are no penalties for positive test results as long as the student cooperates with the assessment and treatment recommendation by the student assistance program (except as described in the last paragraph of section XIX). If a student fails to cooperate with recommended assessment or treatment programs, the student will be dismissed from co-curricular activities and the privilege of driving to school until such time as the student assistance program determines the student to be in compliance.

Copies of the District's complete policy are available upon request.

XXIII. Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

A. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.

B. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

XXIV. Freedom of Expression

Policy Statement: Freedom of Expression

A. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in the case of Tinker v. Des Moines Community School District, 393 U.S. 503 (1969).

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

C. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of

common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

1. Students have the responsibility to obey laws governing slander, libel, and obscenity, and to be aware of the full meaning of their expression.

2. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

D. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.

E. School officials may require students to submit for prior approval, a copy of all materials to be displayed, posted, or distributed on school property.

F. Bulletin boards shall conform with the following:

1. School authorities may restrict the use of certain bulletin boards.

2. Bulletin board space shall be provided for the use of students and student organizations.

3. School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

G. School newspapers and publications shall conform with the following:

1. Students have the right and are free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

3. School officials may not censor or restrict material simply because it is critical of the school or its administration.

4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

H. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in subsection (C).

I. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements or appropriate discipline in the operation of the school.

1. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.

2. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

J. School officials should adopt and publish guidelines for student use of school facilities and equipment.

K. The constitutional right of freedom of speech guaranteed the freedom of public school students to publish materials on their own.

1. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.

2. The students themselves have sole responsibility for any statements published.

3. Approval procedures must be followed prior to distribution or display of materials on school property. See subsection (1).

XXV. Hair and Dress

A. Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some type of covering should be considered.

B. School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard. The wearing of clothing that exposes the midriff or buttocks is not permitted. The wearing of pants or shorts below the waist is not permitted.

Examples of dress not permitted: flip flops, tank tops, spaghetti strap tops, midriff shirts, muscle shirts, clothing with inappropriate wording and scanty shorts that do not extend beyond the student's fingertips when the hands are held at his or her side.

Upon entering the building, hats must be immediately removed. The wearing of hats, headbands, and head scarves while inside the building is not permitted. Head coverings worn for religious purposes are permitted. The wearing of clothing/jewelry that exhibits references to drugs, alcohol, tobacco products, violence, sex, profanity, or gang-related activities is not permitted. Proper footwear is required. At the elementary level, sandals and clogs should not be worn because of potential injury due to falling and ankle twisting.

C. Students may be required to wear certain types of clothing while participating in physical education classes, labs, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.

D. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

E. The wearing, possessing, using, distributing, displaying, or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are not permitted.

F. The following are strictly prohibited on or about school property or at any school activity: Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership in or affiliation with a gang.

G. Building principals have the right to permit additional restrictions to prevent the disruption of the educational process or a health or safety hazard.

XVI. Student Involvement

It is the right of any student to question any issue relating to the world community or the functions and proposals of his school, such as discipline, scheduling, or school policy. Every student has the right to expect a direct and reasonable answer to the questions raised. It is the student's responsibility to ask these questions in the proper time and place, and to the proper person.

School Board

Students have the opportunity to be heard by the school board by utilizing a variety of methods. The school district has established a policy which provides for two student representatives to be elected each year for the purpose of providing student-based input to the school board's decision-making process. These students must meet qualifications of an academic and personal nature to be elected. Copies of these qualifications, and corresponding responsibilities, may be obtained in the principal's office. The elected representatives are required to report actions of the school board at the regular Student Government meeting.

The Williamsport Area School Board welcomes and encourages student views on educational matters which have an impact on the students' daily lives. The school board reserves time at each regularly scheduled board meeting to meet the communication needs of all students through their elected students' representatives.

Student Government

Students are free to establish and are encouraged to participate in student government that provides all students a voice in school affairs through a representative system. Student government should represent the interests of the students in the formulation of school policies, curriculum development, and disciplinary procedures, in a cooperative effort with the school faculty and administration.

Students are permitted to participate in the conception and development of the charter for their student government, subject to administration approval. The charter should establish policies concerning the purposes of the organization, the rules for conducting elections and campaigns (including provisions insuring nondiscriminatory practices), the degree to which the student body has power to allocate student activity funds, and the extent of the organization's access to the school's communications resources within established guidelines.

Student Organizations

Any group of students which has an approved faculty sponsor may be permitted to establish an organization that makes use of school facilities, as long as the objectives of the organization meet the conditions of all state and federal laws and court interpretations of those laws. Procedures for the establishment and administration of student organizations shall be the responsibility of the school principal.

Student organizations shall not advocate or be formed for illegal purposes, nor shall they discriminate against applicants in terms of race, creed, sex, or national origin.

XXVII. Smoking and Smokeless Tobacco

Act 145 of 1996 amends the state Crimes Code making it a summary offense to possess or use any type of tobacco, electronic or vapor cigarettes or delivery systems in school buildings, school buses, or on school property. In addition, students are not permitted to use or have tobacco at school-related functions which occur during or after school hours, whether on campus or elsewhere. Tobacco products will be confiscated and discarded.

Students in possession of or using tobacco products shall be subject to receiving an administrative citation. The student may be sentenced to pay a fine of not more than $50. For their first offense of possessing tobacco, students will be assessed an administrative fee of $50; their parents/guardians will be informed by letter; and, they may receive a school suspension. Any additional offenses will result in a citation, parents will be notified, and there may be a school suspension. The number of days of suspension will be determined by the number of offenses.

Citations may be filed with the appropriate offices of magisterial district judges in Lycoming County.

XXVIII. Opting Out of Instruction

1) Parents or guardians may have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. A written request should be submitted to the building principal identifying the specific curriculum materials to be reviewed. No more than one request may be made per child per semester.

The District will respond to the parent request within (10) school days by designating the time and location for the supervised review on school premises.

2) Parents or guardians shall have the right to have their children excused from specific instruction which conflicts with religious beliefs. The written request, detailing the specific instruction from which the student is to be excused and stating that the particular instruction conflicts with the religious beliefs of the student or of the parents, should be sent by the parent/guardian to the building principal.

One copy of the request will be retained in the student's permanent school records, a copy will be kept by the school principal, and a copy will be submitted to the teacher from whose instruction the student is to be excused.

District employees are prohibited from initiating action to have any student leave class in accordance with the parent/guardian request. It is the responsibility of the student to request permission to leave class when the specific instruction objected to is or is about to be presented. When the student seeks to be excused, the teacher will excuse the student if (a) the teacher has a copy of the written request or the principal has a copy; and (b) the written request adequately describes the instruction that is taking place or about to take place. The principal will determine where the student will report during the time the student is excused.

The parent may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be consistent with the goals set for the course and not require the provision of any extra resources by the District. The student shall be required to achieve the academic standards established by the District as necessary for graduation.

3) The Board shall grant parents or guardians to the right to review the State assessments two (2) weeks prior to their admission, during regular district office hours. The District shall ensure the security of the assessment documents.

The Board shall grant parents or guardians to the right to have their student excused from state assessments that conflict with their religious beliefs, upon receipt of a written request to the Superintendent.

4) Parents or guardians shall automatically have the right to have their children excluded from research studies or surveys conducted by entities other than the school district unless prior written consent has been obtained.

XXIX. Playground Rules

Due to the varied nature of each play area for the elementary school buildings, principals will be responsible for publishing the rules for their playground.

Appendix I

Guidelines for drug and alcohol abuse

Situation	Staff Action	Confidentiality	Investigation
Level 1 A: Student seeking help related to controlled substances or alcohol.	Inform student of services and right to confidentiality: Encourage student to seek help: Describe SAP program	Staff member must guard confidentiality but may consult with counselor and/ or nurse.	None
Level 1 B: Student refers another student regarding use of controlled substance or alcohol.	Recommend student make an SAP referral. Encourage concerned student to see counselor for additional information. Encourage student to relay helpful information to student with the problem.	Staff member may consult with counselor, nurse or SAP team. NO OTHER CONTACT	None
Level 1 C: Student's long-term behavior suggests involvement with controlled substance or alcohol.	Address behaviors (grades, sleeping in class, etc.)	May consult with counselor, principal, nurse or SAP team. Otherwise, confidentiality MUST BE MAINTAINED.	Initiated by SAP team
Level 2 A: As a result of immediate physical symptoms, staff suspects a student is under the influence of a controlled substance or alcohol	Do not leave student alone; Provide emergency treatment, if qualified; Contact nurse and principal immediately.	Information to be shared with principal, medical personnel, SAP team only.	Principal will investigate using the district's search policy. Controlled substances will be turned over to law enforcement, or if necessary, to medical personnel.
Level 2 B: A person reports that a student possesses a controlled substance or alcohol.	Inform principal immediately. Confiscate all contraband in sight and turn over to principal. Remain with student until principal arrives.	May consult with principal. Otherwise, confidentiality MUST BE MAINTAINED	Principal will investigate using the district's search policy. Controlled substances will be turned over to law enforcement, or if necessary, to medical personnel.
Level 2 C: Student admits to and/or evidence confirms controlled substance or alcohol use during school hours or activities.	Staff member must inform principal immediately.	May consult with counselor, principal, nurse or SAP team. Otherwise confidentiality MUST BE MAINTAINED.	Principal will investigate using the district's search policy. Controlled substances will be turned over to law enforcement or, if necessary, to medical personnel.
Level 2 D: Student caught with or admits to possession of controlled substance or alcohol while in the authority of WASD.	Confiscate all drugs in sight; Contact principal immediately; Remain with student until principal arrives.	May consult with principal, nurse, counselor, SAP team and superintendent. Otherwise, confidentiality MUST BE MAINTAINED.	Principal will investigate using the district's search policy. Controlled substances will be turned over to law enforcement or, if necessary, to medical personnel.
Level 2 E: Student caught with a controlled substance or alcohol and suspected of selling or dispensing while in the authority of WASD.	Confiscate all drugs in sight; Contact principal immediately;] Remain with student until principal arrives.	May consult only with counselor, superintendent, principal, nurse or SAP team and as required by civil law and due process. Otherwise, confidentiality MUST BE MAINTAINED	Conducted by principal with cooperation of law enforcement officials.
Level 3: Suspicion of a non-student selling or dispensing a controlled substance or alcohol on school property.	Contact principal immediately.	In accordance with criminal law and due process.	Conducted by principal and law enforcement officials.

Referral	Parent/Guardian Contact	Disciplinary Action	Law Enforcement Contact
Staff member refers student to SAP team or counselor.	Through the SAP team	None	None
Staff member contacts student's counselor and completes an SAP referral.	Through the SAP team	None	None
Staff member must make SAP referral; Consult with student's principal to see if Drug/Alcohol testing is appropriate.	Through the SAP team or principal	Refer to Drug/Alcohol policy regarding the Reasonable Suspicion clause.	None
Staff member must make SAP referral; Consult with student's principal to see if Drug/Alcohol testing is appropriate.	Principal or nurse will contact parent/guardian as appropriate.	Refer to the district's Drug and Alcohol testing policy if appropriate. Otherwise, the disciplinary action described in 2B, 2C and 2D will be implemented.	Law enforcement officials will be notified if safety of victim or school population is at risk or if controlled substance or alcohol is found.
If controlled substances are found, the principal will complete a mandatory referral to the SAP team.	Principal will contact parent/guardian as appropriate.	If it is confirmed that a student is in possession of a controlled substance, paraphernalia or alcohol or he/she is under the influence of a controlled substance or alcohol, ,the following will occur: 1st offense: 10 day suspension and a mandatory drug/alcohol assessment by a licensed drug/alcohol agency. The student must comply with the agency's action plan. Written documentation from the agency that the student has complied must be given to the building principal and/or SAP team. Failure to comply fully will result in a formal intervention with the SAP team. If the student does not comply with the terms set forth during the formal intervention to convince the student to comply, the principal will recommend expulsion to the Board of School Directors. Subsequent offenses: Mandatory hearing before the Board of School Directors for immediate expulsion.	If alcohol or controlled substance(s) are found, ,the principal will contact law enforcement officials.
Principal will complete a mandatory referral to the SAP team.	Principal will contact parent/guardian.		Principal will contact law enforcement officials.
Principal will complete mandatory SAP referral	Principal will contact parent/guardian.	Student may be referred to the Board of School Directors for expulsion upon the first offense. Otherwise the disciplinary action described in 2B, 2C and 2D will be implemented.	
Principal will contact law enforcement officials	Law enforcement officials will contact parent/guardian if appropriate.	The non-student will be banned for life from all school district property and events by letter from the district's solicitor.	Drugs, alcohol and paraphernalia confiscated; principal will contact law enforcement officials.

Appendix II

Categories	Examples	Procedures	Disciplinary Option & Responses
I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.	- Bus disturbance - Classroom disturbance - Classroom tardiness - Abusive language - Non-defiant failure to complete assignments or carry out directions	a. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. b. Repeated misbehavior requires a conference with appropriate school personnel. c. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.	- Verbal reprimand - Special assignment - Behavioral contract - Counseling - Withdrawal of privileges - Time-out room - Strict supervised study - Demerits - Detention - Parental Intervention
II. Misbehavior whose frequency of seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of misbehaviors, require the interventions of personnel on the administrative level because the execution of disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.	-Cheating and lying - Continuation of unmodified misbehavior - School tardiness - Truancy - Smoking - Using forged notes or excuses - Disruptive classroom behavior - Cutting class	a. The student is referred to the administrator for appropriate disciplinary action. b. The administrator meets with the student and/or teacher and affects the most appropriate response. c. The teacher is informed of the administrator's action. d. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. e. A parental conference may be held.	- Teacher schedule changes - Modified day - Time Release Program - Social prohibition - Peer counseling - Referral to outside agency - In-house suspension - Transfer - Suspension of busing privileges - Smoking clinic - Parental intervention
III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but the most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.	- Unmodified misconduct - Fighting (simple) - Vandalism (minor) - Possession/use of unauthorized substances (drug/alcohol) - Stealing - Threats to others	a. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. b. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. c. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator. d. There is restitution of property and damages.	- Temporary removal from class - Social adjustment classes - Crisis Assistant Referral Effort (CARE) - Alternative programs - Out-of-school suspension - Revocation of busing privileges due to violation of regulations - In-school suspension - Parental intervention - Police intervention
IV. Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of school directors.	- Unmodified misconduct - Extortion - Bomb threat - Possession/use/transfer of dangerous weapons - Assault/battery -Vandalism - Possession/sale of stolen property - Arson - Furnishing/selling/ possession of unauthorized substances	a. The administrator verifies the offense, confers with the staff involved and meets with the student. b. The student is immediately removed from the school environment. Parents are notified. c. Law enforcement officials are contacted. d. A complete and accurate report is submitted to the superintendent for board action. e. The student is given a full due process hearing before the board.	- Expulsion -Alternative schools - Police intervention

District Directory

Please consult www.wasd.org for updates to this page

District Service Center
2780 West Fourth Street, Williamsport, PA 17701

Department	Phone/Extension
Administration	570-327-5500 x40500
Business Services	570-327-5500 x40100
Curriculum Services	570-327-5500 x40606
Health Services	570-327-5500 x40316
Human Resources	570-327-5500 x40200
Special Education	570-327-5500 x40403
Student Services	570-327-5500 x40300

School and Municipal Tax Office
2790 West Fourth Street, Williamsport, PA 17701
(570) 601-3980

Service Complex
1400 West Third Street, Williamsport, PA 17701

Department	Phone/Extension
Automotive Maintenance	570-326-0282 x48001
Instructional Media Center	570-326-0282 x47500
Custodial/Maintenance	570-326-0760 x48500
Pupil Transportation	570-326-0671 x49610
Warehouse	570-326-0282 x48002

School Directory

Cochran Primary	(570) 322-9731
Hepburn-Lycoming Primary	(570) 601-1112
Jackson Primary	(570) 323-1992
Stevens Primary	(570) 322-7853
Curtin Intermediate	(570) 323-4785
Lycoming Valley Intermediate	(570) 601-3900
Williamsport Area Middle School	(570) 323-6177
Williamsport Area High School	(570) 323-8411

The Williamsport Area School District prohibits any and all forms of discrimination and harassment based on disability. Any student who believes he or she has been subjected to discrimination or harassment based on disability is encouraged to report the incident to **his or her building principal, assistant principal or counselor.** Incidents may also be reported to the Director of Special Education at 570-327-5500. The district is committed to promptly investigating any alleged acts of discrimination or harassment based on disability. Students or staff found to have engaged in acts of discrimination or harassment based on disability will be promptly disciplined, which may include suspension or expulsion for students and suspension or termination for employees. As members of the Williamsport community, district staff, parents, and students must work together to prevent harassment of any kind.

Log on to the WASD website:
www.wasd.org
for all your district needs!

WILLIAMSPORT AREA SCHOOL DISTRICT

2020-2021 SCHOOL YEAR

Elementary School Hours		
School	Regular Hours	2-Hour Delay
Primary Schools *(Cochran, Hepburn-Lycoming, Jackson and Stevens)*	9:05 a.m. – 3:35 p.m.	11:05 a.m. – 3:35 p.m.
Intermediate Schools *(Curtin and Lycoming Valley)*	8:50 a.m. – 3:20 p.m.	10:50 a.m. – 3:20 p.m.

Secondary School Hours		
School	Regular Hours	2-Hour Delay
Williamsport Area Middle School	7:45 a.m. - 2:40 p.m.	9:45 a.m. – 2:40 p.m.
Williamsport Area High School	7:40 a.m. – 2:25 p.m.	9:40 a.m. – 2:25 p.m.

Marking Period	Marking Period Ends	Parent-Teacher Conferences
1	11/6/20	11/24/20 11/25/20
2	1/22/21	
3	3/31/21	3/31/21 4/1/21
4	6/4/21	

For additional information on important dates, please consult the 2020-21 academic calendar at www.wasd.org.

School Contact Information			
Building	**Principal**	**Phone Number**	**Email**
Cochran Primary School	Kirk Felix	570-322-9731	kfelix@wasd.org
Curtin Intermediate School	David Michaels	570-323-4785	djmichae@wasd.org
Hepburn-Lycoming Primary School	Michele Kunkle	570-601-1112	mkunkle@wasd.org
Jackson Primary School	Kirk Felix	570-323-1992	kfelix@wasd.org
Lycoming Valley Intermediate School	Tim Fausnaught	570-601-3900	tfausnau@wasd.org
Stevens Primary School	Jim Ellis	570-322-7853	jellis@wasd.org
Williamsport Area High School	Brandon Pardoe	570-323-8411	bpardoe@wasd.org
Williamsport Area Middle School	Justin Ross	570-323-6177	jross@wasd.org

THE WILLIAMSPORT AREA SCHOOL DISTRICT
District Service Center • 2780 West Fourth Street • Williamsport, PA 17701-4137

NonProfit Org.
U.S. Postage
PAID
Williamsport, PA
Permit No. 18