

WEST BRANCH ELEMENTARY



PARENT-STUDENT HANDBOOK 2024- 2025

We can **B**e safe

We can **B**e respectful

We can **B**e ready

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GENERAL

Elementary Parent Responsibilities and Tips for a Successful School Year

At the beginning of the school year:

- Complete Sapphire Registration
- Review the Parent/Student Handbook
- Enroll in ParentSquare
- Enroll in PikMyKid and reviewed the Parent Pick Up information
- Turned in required medical forms to the nurse (dental, physical, vaccinations)
- Provided nurse with prescription medications and appropriate form if needed

Throughout the school year:

- Check your child's backpack daily.
- Read Parent Square messages daily.
- Submit excuses within three days of student absence.
- Check your child's grades and discipline in Sapphire weekly.
- Notify the school immediately of phone and address changes.
- Know your child's Specials schedule and ensure they are prepared (sneakers for gym, books for library).
- Be in contact with your child's classroom teacher, particularly when you have questions about assignments or behavior or you need to have updated information to provide regarding your child.
- *Emergency school-wide closings, delays, or dismissals will be announced via ParentSquare, WPSU, Fox 8 WWCP, ABC 23 WATM, WTAJ, WJAC, and WOKW 102.9.*
- Check the school website (www.westbranch.org) and the West Branch Area School District Facebook page for upcoming events and announcements.
- **West Branch Elementary students are not permitted to bring smart devices** (phones, watches, ipads) to school or on the bus with the exception of their school-provided device. *Please ensure daily that your child is not reporting to school with smart devices, as they may be confiscated until a parent picks them up.*
- *If your child uses smart devices, check them daily.* (See the section on Bullying/Cyberbullying/Harassment for more information.)
- Know and understand the attendance policy as described in this handbook.
- Be sure your child is at the bus stop on time and is supervised while walking to the bus stop and waiting on the bus.
- Consider sending a snack to school with your child. The district provides free breakfast and lunch.
- Do not allow your child to bring toys to school, including Pokemon cards or valuables, unless the teacher has specifically permitted so.

Administrative/Elementary Quick Directory

Superintendent	Mark Mitchell	(814) 345-5615 ext 4000	mmitchell@westbranch.org
Elementary Principal	Angela Michaels	(814) 345-5615 ext 2850	amichaels@westbranch.org
Middle School Principal	Kevin Hubler	(814) 345-5615 ext 1000	kghubler@westbranch.org
High School Principal	Brandy O'Hare	(814) 345-5615 ext 1850	bohare@westbranch.org
Special Education Supervisor	Angela Lucas	(814) 345-5615 ext 3850	alucas@westbranch.org
Building and Grounds Supervisor	David Catherman	(814) 345-5615 ext 4166	dcatherman@westbranch.org
District Business Manager	Leslie Stott	(814) 345-5615 ext 4100	lstott@westbranch.org
Technology Director	Branden Evans	(814) 345-5615 ext 6001	bevans@westbranch.org
School Psychologist	Sarah Koot	(814) 345-5615 ext 2070	skoot@westbranch.org
Attendance Officer	Dave Williamson	(814) 345-5615 ext 1006	dwilliamson@westbranch.org
School Nurse	Bethany Briskar	(814) 345-4196 ext 5000	bbriskar@westbranch.org
Elementary Counselor	Shannon Albert	(814) 345-5615 ext 2046	salbert@westbranch.org
Elementary Reading Specialist	Ashley White	(814) 345-5615 ext 2022	awhite@westbranch.org
Literacy Coach	Stacy Ricciotti	(814) 345-5615 ext 2026	sricciotti@westbranch.org

Click For [Administration/District Staff Complete Directory](#)

Elementary Business Hours

8:15 AM to 3:45 PM Monday through Friday following the 24-25 School Calendar

Click For [24-25 School Calendar](#)

Board Policy Manual

<https://go.boarddocs.com/pa/wbra/Board.nsf/Public>

Visitors/Volunteers

When visiting the school, please do the following:

1. Ring the buzzer.
2. State your name and reason for visiting.
3. After the door unlocks, enter the building and scan your driver's license at the kiosk.
4. Place the visitor sticker where it is visible and ring the buzzer to enter the main office.
Keep your visitor sticker visible throughout your time in the building.
5. Scan out upon leaving.

If you would like to **volunteer** during the school day or at school events, you must have your **updated clearances** on file. Necessary forms to complete the clearance process are available in the superintendent's office.

ACADEMICS

Universal Screeners and Assessments

The West Branch Elementary uses a variety of screeners to ensure that students receive the most appropriate instruction to meet their individual needs, such as speech, occupational/physical therapy, dyslexia, or gifted/learning support (See MTSS section). These screeners do not require prior parent approval; parents will be notified if a finding occurs and before any services are implemented. These may include, but are not limited to:

- Otis-Lennon School Ability Test
- Dibels 8
- Weschler Individual Achievement Test

The following mandated Pennsylvania System of School Assessments (PSSAs) are also conducted:

- English Language Arts (Grades 3-5)
- Math (Grades 3-5)
- Science (Grades 4-5)

Promotion/Retention

Promotion and retention are dependent on academic achievement and daily attendance (see Attendance section). Teachers are expected to inform parents immediately if/when a student may be retained due to academic concerns. Retention due to academic concerns is at the teacher's discretion, after consulting with the principal. *Retention due to attendance occurs after a child has missed 24 or more days of school.*

Classroom Assignments

The West Branch Elementary **does not** accept parent requests for specific teachers or classmates. Parents will be notified of classroom assignments in August. Classroom lists are developed in coordination with the teachers, guidance counselor, and specialists, with final approval by the principal.

Flexible Instructional Days (FID)

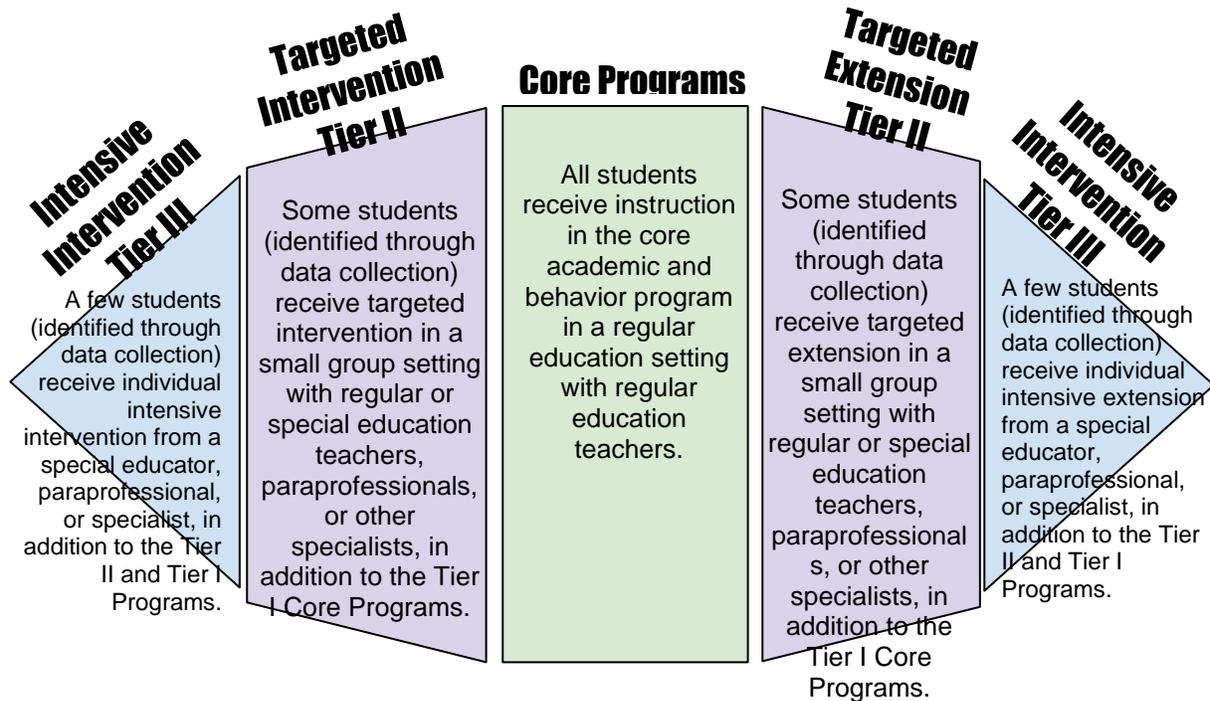
The Pennsylvania Department of Education allows school districts to utilize up to five *Flexible Instructional Days* during district-wide emergencies (such as weather) that require school closing. Parents will be notified of a FID using the District's notifications systems (listed in the Elementary Parents' Responsibilities section).

- During the first marking period, elementary students will receive either a paper packet of materials or virtual materials in Google Classroom for use during FID.
- **Attendance** on a FID is based upon the student successfully completing and handing in the assigned work. Students who fail to complete or hand in their FID assignments, will be marked **Absent Unexcused**.
- All district staff are available via email or ParentSquare during FIDs and can be contacted during regular school hours (9:00 AM - 3:45 PM).
- **Students with IEPs** will have appropriately modified FID assignments and will meet with their learning support teacher after a FID to ensure completion and understanding of assignments.
- **After school activities** may be canceled in the event of a FID. Parents will be notified using the District's notification systems (listed in the Elementary Parents' Responsibilities section).

Homework

Homework is at the discretion of the classroom teacher and should be limited for elementary-aged students. If you have questions/concerns about the purpose, length, or content of homework, please contact the classroom teacher directly.

The West Branch Elementary uses a **Multi-Tiered System of Supports (MTSS)**. This structure assists staff and faculty in identifying individual student needs and providing the most appropriate level of support, from the core program to extension or intervention. The model is flexible- students enter Tier II and Tier III to receive additional support until their individual goals have been met.



Examples of Core Programs Tier I

- School-wide PBIS (Be Safe, Be Ready, Be Respectful Lessons)
- Go Math
- ECRI with Wonders Decodables (K-2)

Examples of Tier II Targeted Interventions/Extension

- Classroom Review of PBIS (Be Safe, Be Ready, Be Respectful Lessons)
- 95% Group/West Virginia Phonics
- Learning Support, Speech
- IXL Individualized Program
- Title I Services (See Federal Programs section)

Examples of Tier III Intensive Interventions/Extension

- Check In/Check Out PBIS
- Tutoring
- PT/OT
- Wilson Reading Program
- Gifted Support
- School-Based

Federal Programs

Our elementary school-wide Title I program is a federally funded program. In addition to Title I, the West Branch ASD receives Title II and Title IV federal funding. Throughout the school year, stakeholder meetings will be held to discuss how this funding is used and gather parent and community input. These meetings and agendas will be announced via ParentSquare.

For more information about Federal Programs in education, please visit the Pennsylvania Department of Education website:

[PA Federal Programs](#)

Our Title I Reading Specialist (Mrs. Ashley White) and paraprofessionals are tasked with assessing students, analyzing data, and providing small group, focused instruction based on the needs shown during data collection. If your child is found in need of additional reading support, Mrs. White will contact you with additional information.

In the Appendices of this handbook, you will find important information and documents related to our Title I Reading Program, including:

- Title I Local Education Agency Parent and Family Engagement Plan (Appendix G)
- Title I School Parent and Family Engagement Plan (Appendix H)
- Title I School-Parent/Guardian-Student Compact (Appendix I)
- Title I Parent Right to Know (Appendix J)

ATTENDANCE

Student Absences

The West Branch Area School District follows the attendance policies legislated by the Commonwealth of Pennsylvania.

Please use the links below to read the approved state and school board policies:

[Compulsory School Attendance in PA](#)

[Board Policy Manual](#) (Select Policies, Police Manual, 204)

For **questions** regarding attendance, please contact:

David Williamson
WB Attendance Officer
dwilliamson@westbranch.org

(814) 345-5615 ext 1006

Attendance By the Numbers

10

Students are permitted TEN days of excused absences prior to a doctor's excuse be required. ***After 10 cumulative absences for any reason, a doctor's note is required.*** Absences after 10 cumulative days without a doctor's note are **unexcused. Cumulative absences include parental notes and unexcused absences.**

3

Parents have THREE days to turn in an excuse before the absence becomes **unexcused.**

3

At THREE days of **unexcused absence**, a School Attendance Improvement Plan (SAIP) meeting will be scheduled.

4

At FOUR days of **unexcused absence**, the student and parent will be fined through the Magistrate's office for the fourth day and all subsequent unexcused absences.

5

At FIVE days of **unexcused absence**, the student and parent will be reported to Children and Youth Services for truancy.



Students missing 24 or more days of school for any reason may be retained.

Legal and Non-Legal Excuses

Legal Excuses W/ Parent Note or Doctor's Note <i>(Before 10 Cumulative Days of Absences)</i>	Legal Excuses W/ Doctor Note <i>(After 10 Cumulative Days of Absences)</i>	Always Unexcused (Non-Legal)
<ul style="list-style-type: none"> • Doctor or other health professional appointment • Funerals • Religious Holidays • Illness • Pre-approved Educational Trip not exceeding 5 days • Inclement weather (as approved by superintendent) 	<ul style="list-style-type: none"> • Doctor or other health professional appointment • Illness (as confirmed by doctor's note, or sent home by the school nurse) • Special on-going medical circumstances as verified by a doctor or other health professional 	<ul style="list-style-type: none"> • Unapproved Educational Trip • Absence with no excuse turned in • Absences after 10 cumulative days without a doctor's note • Hunting, fishing, shopping, etc. • Educational Trips exceeding 5 days or after 10 cumulative days of absence • Excuses submitted four or more days after an absence • Overslept, missed bus, traffic, etc

Tardy and Early Dismissals

	HS/MS	Elementary
Late to School	<p>Before 8:00 AM On Time</p> <p>8:00-8:45 AM Tardy (requires parent note)</p> <p>8:46 AM-11:04 AM Absent ½ Day (See Legal/Non-Legal Excuses)</p> <p>After 11:05 Absent 1 Day (See Legal/Non-Legal Excuses)</p>	<p>Before 9:00 AM On Time</p> <p>9:00-9:45 AM Tardy (requires parent note)</p> <p>9:45 AM-12:15 PM Absent ½ Day (See Legal/Non-Legal Excuses)</p> <p>After 12:15 Absent 1 Day (See Legal/Non-Legal Excuses)</p>
Early Dismissal	<p>Before 11:04 AM Absent 1 Day (See Legal/Non-Legal Excuses)</p> <p>11:05-1:54 PM Absent ½ Day (See Legal/Non-Legal Excuses)</p> <p>After 1:54 PM-Dismissal Present Whole Day (Note may be required)</p>	<p>Before 12:15 PM Absent 1 Day (See Legal/Non-Legal Excuses)</p> <p>12:15-2:55 PM Absent ½ Day (See Legal/Non-Legal Excuses)</p> <p>2:55 PM-Dismissal Present Whole Day (Note may be required)</p>

Signing Your Child In/Out

- If your child has an **Early Dismissal**, you must enter it into PikMyKid or call the school. Upon your arrival, you will need to ring the buzzer and use the kiosk to sign your child out.
- If your child is **Late to School**, you must ring the buzzer and use the kiosk to sign your child in.

Other Important Notes on Attendance

- **Educational Trips** will not be approved if a student has had 10 total days of absence.
- **Educational Trips** will not be approved if they occur during state testing.
- No more than 5 total days of **Educational Trips** will be approved.
- School-sponsored trips/activities (field trips, school athletic events, up to 3 college visits for 11th and 12th grade students, band/chorus festivals) do not count towards absences.
- If a student is sent home by the nurse, this is considered an excused absence.
- **Out of School Suspension** does not require a note from the parent and does not count towards the 10 cumulative days or towards the 24 day retention rule.
- After 10 days of **consecutive absence**, the student will be dropped from the active school roster, except in the case of a legal, medical excuse.
- Excuses can be submitted via **ParentSquare**.
- **Classwork/Homework** missed due to absence must always be completed ahead of time (Educational Trips, School Activities) or made-up upon return to school.
- **Homebound Instruction** may be necessary for students who are required to take an extended medical leave from school. If this applies to your student, please contact the guidance counselor for more information.

STUDENT CONDUCT AND BEHAVIOR

School-Wide Positive Behavior Support

The West Branch Elementary uses the tenets of Positive Behavior Support (PBS) to ensure a positive school climate that fosters cooperation, academic achievement, safety, respect, and readiness. PBS is part of our MTSS program (See Academics section).

All building rules and procedures fall under three overarching ideas that we ask students to adhere to while on school property, during the school day, and while attending school events:

Be Safe

Be Respectful

Be Ready

Tier I PBS Program and Team

“**Tier I**,” refers to programs and support systems that all students receive, whether academically or behaviorally; they are “universal” in nature. The Tier I PBS Team manages the general behavior expectations that apply to all students. They are responsible for collecting data related to behavior, developing school-wide rewards (such as WOW Cards), and planning school-wide PBS lessons.

Tier II PBS Program and Team

“**Tier II**,” refers to programs and support systems that *some* students receive, based on individualized need. The Tier I PBS Team manages specific behavior or academic issues that apply to identified students. Students are identified through the collection of data such as attendance, discipline referrals, universal screeners, and parent/teacher recommendations. The Tier II PBS Team is responsible for analyzing the data, determining the appropriate intervention/support, and monitoring the effectiveness of the intervention/support.

Tier II support might include lunch groups with the guidance counselor, tutoring, check in/check out, etc. Parent/family support is critical in responding to individual student needs

Tier III/ESAP PBS Program and Team

The Elementary Student Assistance Program is a team of professionals working together to provide help for students who are experiencing problems. Alcohol and other drug abuse, disruptions at home, depression, pressure from peers, trouble at work, loss of a loved one, or many other factors can lead a student to feel alone and hopeless. The cause may differ, but the result is usually the same - the student's problems interfere with the educational process - a student who is troubled struggles to learn.

It is the parent's right to be involved in the process and to have full access to all school records under applicable state and federal laws and regulations. Involvement of parents in all phases of the student assistance program underscores the parent's role and responsibility in the decision-making process affecting their child's education and is key to the successful resolution of problems. A student can be referred to the program by parents, teachers, and/or friends. This can be accomplished by contacting any SAP team member or completing the referral form on the school website. From there, the referral is considered by the team and recommendations are made for support such as: Tier 2 Intervention, homework club, school-based support services, etc. The information gathered is confidential. The evaluation service is at no cost to the family or student. We are here to help!

Is It Bullying?



YES

Bullying, by PA Law, must meet the following criteria:

- ✓ Directed at another student or students
- ✓ Occurs at school
- ✓ Severe, persistent, or pervasive
- ✓ Interferes with student's education, creates a threatening environment, or disrupts the orderly operation of the school
- ✓ Intentional electronic, written, verbal or physical act(s)
- ✓ Imbalance of power between victim and perpetrator



NO

- ✗ Not liking someone
- ✗ Being excluded
- ✗ Accidentally bumping into someone
- ✗ Making other kids play something a certain way
- ✗ A single act of telling a joke about someone
- ✗ Arguing
- ✗ Expressing unpleasant thoughts or feelings about someone
- ✗ Isolated acts of harassment, aggressive behavior, intimidation, or meanness

What should I do if I'm being bullied? What should I do if I see bullying happening to someone else? Tell your teacher, a parent, the guidance counselor, principal,

or other trusted adult. Be prepared to explain how, when, where, and by whom the bullying occurred. Fill out the bullying form in the back of this handbook.

Additional Information About Bullying Prevention

If you are concerned that your child is being bullied, please do the following:

1. Review the Bullying/Cyberbullying/Harassment School Board Policy at the end of this manual.
2. See this helpful checklist to determine the school's responsibility:
<https://www.davidslegacy.org/wp-content/uploads/2019/04/Bullying-Checklist-English.pdf>
3. Help your child complete the Bullying/Harassment Complaint Form at the end of this handbook and return it to the principal or guidance counselor.
4. If the bullying/harassment investigation substantiates that bullying has occurred, you will be notified. The perpetrator will receive disciplinary action as detailed in the School Board policy. *Due to privacy laws, the school cannot discuss private information with anyone other than the child's legal guardian; this includes disciplinary actions taken against the perpetrator.*

Safe2Say

Safe2Say Something is a youth violence prevention program run by the PA Office of the Attorney General. This program makes it easy and confidential to report a safety concern regarding a youth. Submit an anonymous tip at <https://www.safe2saypa.org/> or the tip line at 1-844-SAF2SAY.



Consequences

Consequences may be assigned by the teacher, principal, bus driver, or cafeteria monitor for failing to follow school rules. Consequences are generally immediate (within 24 hours of infraction preferably), relative to the infraction that has occurred, documented, and typically hierarchical (least to most restrictive, depending on the severity or number of infractions). Teachers will keep parents/guardians informed of on-going behavior issues.

- **LUNCH DETENTION** Student sits in a designated area of the cafeteria or is removed the cafeteria during their lunch period- student still receives lunch and a full lunch period.
- **RESTRICTED RECESS** Students will be assigned an activity to do during this time (i.e. walking the perimeter of the playground, writing an apology, etc.). During this time, they may not participate in any other activities (i.e. team sports, swinging, etc.)
- **IN-SCHOOL SUSPENSION** Students who have ISS must report to the elementary office after announcements. Students must have all necessary materials (books, A.R. book, etc.) when they arrive at the ISS room. Students must work on their assignments and are not permitted to talk. Failure to complete any assigned class work could result in a 0% for that assignment. Students will be dismissed to their homeroom to get all materials to take home.
- **OUT OF SCHOOL SUSPENSION** Students who receive OSS are not permitted on school property during the length of their suspension. If the suspension includes Friday, the student is not permitted on school property over the weekend. The student is not permitted to participate in any extracurricular activities during the length of the suspension (including weekends if the suspension includes a Friday). At the student or parent's request, the guidance office will attempt to furnish assignments. Students are still responsible for all work.
- **EXPULSION** (See Appendix for School Board Policy 233 on Expulsion.)

Searches and Seizures

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student's locker and desk and may seize any illegal, unauthorized or contraband materials discovered in the search. Student desks and lockers are school property and may be searched at any time by authorized school officials.

Periodic inspections of lockers and desks may be conducted at any time by school personnel without notice. Students' personal effects (book bag, purse, athletic bag, etc.), as well as a motor vehicle parked on school property, may be searched if there is a reasonable suspicion to believe that illegal or unauthorized materials may be found, or that the student is violating law, school board policy or school rules, or poses a threat to the student or the school population. Searches conducted by the administration may include, but not be limited to, utilization of certified drug dogs or any device used to protect the health, safety, and welfare of the student

and the school population. A student's failure to permit searches and seizures will result in a 5-day suspension and possible police contact.

Video Surveillance

To ensure the safety of all students and visitors, the high school building is equipped with video cameras and recording devices. All students and visitors who enter the high school building acknowledge that they are subject to video surveillance upon entering the building. These recordings may be used as evidence against the student/visitor in disciplinary, juvenile, or criminal proceedings.

Reasonable Force

Reasonable force may be used by teachers, staff, and school administrators to protect the health, safety, and welfare of all students, staff, and visitors.

Tobacco Policy

Any person who uses or possesses tobacco products or look-alike products in any form in the building, on school buses, or on school property will be subject to a fine through the local magistrate's office.

Weapons Policy

The Gun-Free School Act of 1994 and Act 26 of 1995 requires that no student be allowed to have a weapon on school property. Students are also prohibited from having any toy, replica, or other look-alike instrument represented as a weapon. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. It shall also include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, and any other tool or instrument capable of inflicting serious bodily injury.

Weapon – Shall include any toy, replica, or other look-alike instrument, represented as a weapon.

Destructive Device – Any explosive, incendiary, or poison gas bomb; grenade; rocket having a propellant charge of more than four (4) ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described in preceding; any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended to be used in converting any device into a destructive device described as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or

the frame or receiver of any such weapon and from which a destructive device may be readily assembled.

Guidelines – Any student who is determined to have brought or possessed a weapon in school or school facility shall be expelled from school for a period of not less than one (1) year. The expulsion proceeding shall follow the procedures outlined in **West Branch Area School District Policy #233**.

The Superintendent may recommend discipline short of expulsion on a case-by-case basis. The Superintendent may, on a case-by-case basis, modify the period of expulsion for those students receiving services under the Individuals with Disabilities Education Act, consistent with the rules and regulations governing the education of exceptional children there under.

Students and staff shall be informed concerning this policy at least annually.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted on school property.

The principal will report the discovery of any weapon prohibited by the weapons policy to the student's parents and to local law enforcement officials. The superintendent will report all expulsions for possession of a weapon to the Department of Education.

Confidential Communications

Statutes govern the use of a student's confidential communications to school personnel in legal proceedings and regulations appropriate to the proceeding. 42 PA C.S. ss5945 (relating to confidential communications to school personnel) 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.

Sexual Harassment

Sexual harassment is unwelcome sexual advance, request for sexual favors, and/or inappropriate verbal or physical conduct. Sexual harassment may include, but is not limited to, the following: Verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats (see West Branch Area School District Policy #248). Any person who alleges sexual harassment may file a complaint with the building principal. A substantiated charge will result in disciplinary action. All complaints will be sent to the Title IX coordinator for action.

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 (see West Branch Area School District Policies #219 and #233).

Dress Code

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others.

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

The building principal or designee shall be responsible to monitor student dress and grooming and to enforce Board Policy and school rules governing student dress and grooming. The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality. Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Therefore, these rules can be changed at the discretion of the School Board and/or the Administration. The following is a list of guidelines and inappropriate articles of clothing or accessories which are expressly forbidden:

General

1. Footwear must be worn. Shoes that may damage floors are not permitted.
2. Shirts, t-shirts, pants, or other articles of clothing, including facemasks with written and/or pictured references to drugs, alcohol, sex, tobacco products, and nudity are unacceptable. This shall include clothing with vulgar language, double meanings, or disrespectful references to religion, race, or ethnic origin.
3. Heavy winter jackets, gloves, and trench coats are prohibited during school hours. Students must keep them in their designated areas.
4. Pants that are worn in such a manner as to expose underwear are unacceptable.
5. Students may be required to wear certain types of clothing and footwear while participating in physical education classes, extra-curricular activities and other situations where special attire may be required to ensure health and/or safety of the student.

6. At the principal's discretion, "School Spirit Days" (i.e. Homecoming Week) may be held. Appropriate attire for these days will be determined by the building principal and announced/presented to the students prior to these days.

Tops

1. Tank tops are unacceptable style of dress for boys unless worn under another shirt. Sleeveless tops or dresses are permitted with a two-inch minimum strap. A sleeveless top/dress that is between 1 and 2 inches, requires a sweater or shirt worn on the outside. Spaghetti strap dresses must have a T-shirt underneath. Sleeveless tops/dresses must have a tighter fit and high scoop armholes and neckline. Sleeveless tops with large or low-cut armholes are not permitted.
2. Any top determined by the principal or his designee to be too revealing is not acceptable. Students are asked to exhibit modesty in their dress. Examples could include mesh or see-through tops, low cut tops, half-shirts, and halter tops.

Pants/Shorts/Skirts/Skorts

1. Pants, shorts, skirts, skorts must be secured and worn no lower than the hip. Low riding/sagging style is not permitted.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. Boxer shorts or undergarments worn as outerwear are not permitted.
4. All shorts, skirts, and skorts must be no shorter than four inches (4") above the knee. Wearing a longer pair of Spandex shorts or other clothing under shorts, skirts, and skorts DOES NOT meet the four-inch (4") requirement.
5. Shorts, skirts, skorts may not be fashioned so as to be revealing or offensive.
6. Cut-offs of any type are not permitted.

Footwear

1. Students may be required to wear certain types of clothing and footwear while participating in physical education classes, extra-curricular activities and other situations where special attire may be required to ensure health and/or safety of the student.
2. Any shoe that poses a safety hazard, as determined by the administration and/or school board, is not permitted.

Jewelry/Accessories

1. Piercings. Hoops or bars to the nose, mouth, eyebrows, or face are not allowed.
2. Consistent with the weapons policy, there shall be no chains worn, including wallet chains, other than those designated as jewelry. All necklaces/jewelry will not exceed ½" in width, and will be limited in length in the neckline area to be considered jewelry. All bracelets and watches must be snug fitting. There will be no safety pins, pointed studs, or pins worn on clothing, hats, book bags, etc., except for practical application.

Headwear/Hair

1. Hats, caps, bandanas, hoods, sunglasses, visors, sweatbands, and other head coverings are not permitted. They must be taken off upon entering the building, and left in the proper designated area.
2. Students are not permitted to carry headwear to classes or in the hallway during the school day.
3. Hair coloring of a fluorescent or distracting color shall not be permitted.
4. Hairstyle should be acceptable to the school setting.

Health and Hygiene

1. Any apparel that is judged to be unhealthy or unsanitary (i.e. clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.

Cell Phones and Music/Electronic Devices

Cell phones and electronic devices are not to be used in the school building between the hours of 8:30 a.m. (student drop off) and 3:25 p.m. (prior to bus dismissal). Any cell phones or music/electronic devices used by students or visible to staff during these hours will be considered a violation of this policy. It is also a violation to use cell phones on the bus for purposes of recording or taking videos or pictures of any kind. Violations will be dealt with according to the School-Wide Positive Behavior Support system.

NOTE: Any student refusing to turn over a cell phone or music/electronic device to staff will be suspended out of school until a parent meeting is held.

STUDENTS ARE NOT PERMITTED TO TAPE OR RECORD EVENTS IN THE CLASSROOM, ANYWHERE IN THE BUILDING, OR ON THE BUS, UNLESS ADMINISTRATIVE APPROVAL IS GIVEN (i.e. for a class project). CELL PHONES WILL BE SEARCHED AND TEXT MESSAGES WILL BE READ IF THERE IS REASONABLE SUSPICION THAT A VIOLATION OF SCHOOL RULES OR CRIMINAL ACTIVITY HAS TAKEN PLACE. THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OF A CELL PHONE OR ELECTRONIC DEVICE (i.e. Nintendo DS, MP3 player, etc.). THE SCHOOL WILL NOT SEARCH FOR LOST DEVICES, AS POSSESSION OF THEM IS A VIOLATION OF SCHOOL POLICY.

Drug Policy

The Drug Policy chart (see Appendix F) details guidelines for discipline based on listed offenses. Discipline given to students may be increased or decreased based on the specific infraction(s).

NOTE: Students having assessments as a result of policy violations must comply with those recommendations at parental expense or be subject to exclusion from school. A timetable will be set.

TRANSPORTATION

Parent Pick Up Line

Parent Pick Up will be conducted using the PikMyKid app. Parents will receive information and instructions for installing and using the app.

An Important Note: Parents will NOT park in the lot or get out of their car during Parent Pick Up. Stay in the line unless you need to enter the building.



Bus Transportation

For **questions** regarding bus transportation, please contact:

David Williamson
 Transportation Director
dwilliamson@westbranch.org
 (814) 345-5615 ext 1006

Long Motor Buses, Inc
 712 Troy Hawk Run Hwy
 Philipsburg, Pa 16866
 (814) 342-0195

Important Bus Information for Parents

- All students receive bus behavior lessons at the beginning and middle of the school year.
- Parents are responsible for transportation in the event of a bus suspension/expulsion. Absences due to bus suspension/expulsion are not excused (See Attendance section.) Please review the Bus Rules and Consequences with your child!
- Senate Bill 1077, Act 56 of 2016 permits school districts to record students on the bus.
- Students must get on and off at the assigned bus stop unless the school has been provided a parent note. Bus drivers cannot permit students to ride an unassigned bus or get off at an unassigned stop without school permission.
- Be sure to enroll in Parent Square. If buses are running late, parents will be notified via Parent Square. *Please check the app before calling the school.*
- ***Students in Grades K-2 must have an adult (16 years or older) present at the bus stop. Students who do not have an adult present will be returned to the school.***



Bus Rules

**SAFETY
FIRST**

DANGER

<input checked="" type="checkbox"/> Stay in Assigned Seat After Boarding the Bus	<input checked="" type="checkbox"/> Standing/Walking/Blocking Aisles, Switching Seats
<input checked="" type="checkbox"/> Keep Backpack Closed	<input checked="" type="checkbox"/> No Cell Phones
<input checked="" type="checkbox"/> Use Appropriate Language and Quiet Voices	<input checked="" type="checkbox"/> No Throwing ANY Objects
<input checked="" type="checkbox"/> Keep Hands, Feet, Heads and Other Objects to Yourself and Inside the Bus	<input checked="" type="checkbox"/> No Eating/Drinking
<input checked="" type="checkbox"/> Follow Bus Driver's Directions	<input checked="" type="checkbox"/> Do Not Use the Emergency Exits in Non-Emergencies

Consequences

- Pay for Intentional Damages
- Bus Driver Warning #1
- Bus Driver Warning #2
- Office Referral #1: Principal Warning and Rules Review
- Office Referral #2 and Bus Suspension
- Office Referral #3 Bus Expulsion

EXTRA-CURRICULAR PARTICIPATION

Youth Sports

Although many community youth sports for elementary age children may use school property for activities, they are not under the jurisdiction of the West Branch Elementary School District. We will share information related to community youth sports when possible, but please contact the coaches for participation information or other complaints/concerns. The associated coaches are responsible for the safety and welfare of children in their programs. Youth sports groups who do not follow building/grounds usage policies will not be permitted on the premises.

General Rules for Participation of WB Extra-Curriculars

Students may be restricted/ineligible from school-sanctioned extra-curriculars (field trips, assemblies, sports, etc) if:

- Basic academic requirements are not met
- Absent more than 17 days, ineligible until the student has been present for 45 consecutive days
- Absent more than 24 days, ineligible for the remainder of the school year
- Ten to 15 discipline referrals, ineligible for 45 days
- More than 15 discipline referrals, ineligible for the remainder of the school year
- Outstanding obligations to the district, such as overdue lunch balance, overdue library books, vandalism, fundraising debts, etc.

TECHNOLOGY

Please review the West Branch Area School District Acceptable Use Policy for rules and regulations related to student use of district technology. (See the Appendix.) Parents and students must agree to the policy to use district technology.

Did you know? *When using district technology, administrators receive live alerts when the user attempts to access non-educational and/or inappropriate material. Students are immediately blocked from such content and a consequence is given.*

Did you know? *When using district technology, administrators are alerted if students search dangerous activities, such as suicide or drug use. Administrators will take immediate action to ensure the health and safety of students who may be in danger.*

Consequences for Computer Misuse May Include:

- **Teacher Warning and Classroom Level Consequence (Loss of Recess)**
- **Principal Warning and Parent Contact**
- **Loss of District Technology Privileges**

PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

In compliance with the state and federal law, notice is hereby given by the West Branch Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may need special education and related services.

If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
6. Intellectually disabled
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may need special education services and related programs, or your child (age 3 to school-age) may need early intervention, screening, and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public-school program. Requests for evaluation and screening are to be made in writing to the principal or special education supervisor.

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

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special

education programs. For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose time and location), and the rights to due process procedures, you may contact the special education supervisor

HOMELESSNESS POLICY

See Appendix K.

CAFETERIA

Meal Pricing and Buying Procedures

All students receive free breakfast and lunch. Extras and snacks will be charged to the student's account. Students are still required to enter their account code into the system for tracking and ordering supplies.

For **questions** regarding Food Services, please contact:

Tiffany English
Nutrition Group Food Services Manager
tenglish@westbranch.org
(814) 345-5615 ext 3851

Menus, lunch account access, and other important cafeteria information is found here:

[Food Services](#)

Lunch payments can be made at [MySchoolBucks](#). You can track your child's purchases through the lunch payment system.



Cafeteria Rules

**SAFETY
FIRST**

DANGER

✓ Stay in Assigned Seat	✗ No Standing/Walking/Blocking Aisles
✓ Only Leave Your Seat to Empty Your Tray, Raise Your Hand if You Need Help	✗ No Sharing Food
✓ Use Appropriate Language and Quiet Voices	✗ No Throwing ANY Objects
✓ Keep Hands, Feet and Other Objects to Yourself	✗ No Running
✓ Follow Cafeteria Monitor's Directions	✗ Do Not Leave the Cafeteria Without Permission
✓ Clean Up After Yourself	✗ No Switching Seats Without Permission
✓ Use the Restroom BEFORE You Come to Lunch	✗ Do Not Leave Food or Trash in the Cafeteria

Consequences

- Cafeteria Monitor Warning
- Seat Change or Sit Alone
- Teacher Warning and Rules Review
- Teacher Consequence (Loss of Recess)
- Principal Warning and Rules Review

STUDENT RECORDS

Disclosure

School districts are permitted to disclose student records to state or local officials within the juvenile justice system. School districts may also release records concerning disciplinary action taken against a student for conduct that posed significant risk to the safety or welfare of that student or to other members of the school community without prior consent. However, such disclosures should be limited only to those teachers or school officials who have a “legitimate educational interest in the behavior of that student.”

Review

Parents/guardians of students under the age of 18 have a right to inspect and review a student’s educational records by contacting the Guidance Office and scheduling an appointment. If the student and/or parent finds inaccurate information, he/she should submit a written request to the principal for review.

Complaints regarding compliance with the Federal Educational Rights and Privacy Act may be filed with the U.S. Department of Education.

HEALTH OFFICE POLICIES

1. Students are to report to the nurse if they are ill, have an injury, or need to be evaluated for health reasons. Students may not use a cell phone or school building phones to call their parents to leave for health problems. If students use a cell phone or building phone to contact their parents without approval from the nurse, the absence will be unexcused. Students must be evaluated, and dismissed by the nurse if medically necessary to leave school due to illness, injury, or other health reasons. A parent can choose to take his/her child to the physician to get a doctor’s excuse if the parent wishes for the absence to be considered an excused absence. However, the student must be evaluated by the physician the day the student left school and the excuse returned per the student handbook’s absence procedures. **To be in compliance with attendance requirements, if students miss over 10 days of school and leave school due to illness or injury, they must provide a doctor’s excuse for any absence from the school day. The school nurse is not able to provide the excuse for students with excessive absences.** (See Attendance section.)

2. Please do not send your child to school and ask the nurse to diagnose your child’s health problem or previous injury. *The nurse is not a physician, and under the Nurse Practice Act is not allowed to diagnose health conditions.* In addition, if your child had an injury on a previous day, and is unable to participate in gym class; the school nurse cannot excuse the student from gym class. A doctor’s excuse is required.

3. Please do not send your child to school if your child presents any symptoms of being ill. These symptoms include but are not limited to: fever, cough, sore throat, rashes.

4. The administration of medication to students by the nurse shall be permitted only upon the proper written authorization by a physician (a signed physician's order), and the student's parent/ guardian's written consent. This includes over-the-counter medications such as Tylenol and Advil. The school nurse has medication forms available in the health office, and available to download from the school nurses' webpage. Please note that students must provide their own medications in the proper container labeled by the manufacturer or pharmacy. The school does not provide medications. Students are not allowed to carry any medications with them unless authorized by the school nurse. In order to be permitted to carry medications, the student must provide the school nurse with a physician's order from the student's physician stating that the student is permitted to carry and self-administer the medication along with written parental consent. Example: inhalers and emergency medications. Any students carrying medications without a written physician's order on file in the health office, and permission from the nurse, are in violation of the school's drug policy and may be disciplined. This is for the safety of all of the students in the district.

5. Health History Forms will be passed out to students yearly, are available in the health office, and available to download from the school nurses' webpage. It is very important to update this form yearly and return it to the nurse so the nurse is aware of any health problems that may impact your child during the school day. If you choose not to indicate that your child has any health problems, we ask that you still sign and return the form so that the nurses know that you received it. If you, the parent/guardian, would like any teacher, bus driver, or any other staff member to be made aware of your child's health problems, it is your responsibility to notify them. The nurse will not routinely share this information except in an emergency situation or if the nurse determines that an employee has an immediate need to know for the welfare of your child. In addition, if you notify the teacher of your child's health condition, and you would also like the nurse to be made aware of the same, it is your responsibility to notify the nurse.

6. All students must abide by the school health law and have the required health screenings and immunizations completed for that grade. Dental exams are mandatory for students in grades K, 3, and 7. Physical exams are mandatory for students in grades K, 6, and 11. For dental and physical exams, parents have the option of either having a school dental/physical exam free of charge, or taking their child to their private dentist/physician at their expense, and returning a copy of the exam to the school nurse prior to the date of the school screening/exam. Private Physical and Dental forms are available in the nurses' office, and available to download from the school nurses' webpage. Vision, Height, Weight, and Body Mass Index (BMI) screenings will be done yearly as required by law. Hearing Screenings will be done for students in grades K, 1, 2, 3, 7, and 11 as required by law. Scoliosis screenings will be done for all 7th grade students as required by law. Students who do not submit required immunization and health screenings paperwork by deadlines set by the district will be excluded from school until this paperwork is submitted to the school nurse.

7. Students are not permitted to be in school with lice. If a student is found to have lice during the school day, the parent will be contacted and the child will be sent home. **Students**

will also be sent home if nits (lice eggs) are found and the student was not recently treated with a lice shampoo. It is the parent/guardian's responsibility to properly treat the lice, and **return the student to school the next school day to be checked by the school nurse.** If the student does not return to school the next school day, the student will only be excused for the day the student was sent home by the nurse.

8. Please address hygiene issues with your children at home. Please be aware that children can be sensitive to odors, such as odors from animals that may linger on clothing, chemicals, perfumes, and personal body odor.

9. Extra clothes – The nurses recommend that all students carry an extra set of clothes in their backpacks or store in lockers. Many times, extra clothes are needed for reasons such as bowel or bladder accidents, menstrual problems, muddy/wet clothes, or food spills.

10. Temperature Checks - The District reserves the right to conduct temperature checks upon arrival for all employees, students and visitors throughout the school years as warranted by increased illness rates.

DELIVERY AND STORAGE OF MEDICATION

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication. Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number. 6. Date originally filled. 7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable. All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

APPENDICES

Appendix A Integrated Pest Management



WEST BRANCH AREA SCHOOL DISTRICT
MARK MITCHELL, SUPERINTENDENT
356 ALLPORT CUTOFF
MORRISDALE, PA 16858
(814) 345-5615 EXT 4950
FAX (814) 345-5220
www.westbranch.org

Dear Parents / Guardians:

West Branch Area School District has an Integrated Pest Management (IPM) Program for control of insects, rodents and weeds. Our IPM Program focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating pests' hiding and breeding places. We accomplish this through routine cleaning and maintenance. We monitor the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff, as well as our students. Pest sightings are reported to our IPM Coordinator who evaluates the 'pest problem' and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use 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 possible. Applications will be made only when teachers and students do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must request to be placed on the school's 'Notification Registry'. If you would like to be placed on this registry, please send a signed letter to your child's principal requesting to be added to the registry. Each year the district will prepare a new Notification Registry.

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 anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

This letter conforms to the requirements of the Integrated Pest Management Act 35 of 2002 and assures parents and guardians of our commitment to continue providing the safest atmosphere possible for our students. If you have any questions, please contact Mr. David Catherman, IPM Coordinator at 345-5627.

Sincerely,

Mr. Mark Mitchell
Superintendent

Appendix B Asbestos Management



WEST BRANCH AREA SCHOOL DISTRICT

MARK MITCHELL, SUPERINTENDENT

356 ALLPORT CUTOFF

MORRISDALE, PA 16858

(814) 345-5615 EXT 4950

FAX (814) 345-5220

www.westbranch.org

Faculty, Staff, Parents and Guardians:

This letter is to give notice and to comply with the AHERA rules that the West Branch Area School District has an Asbestos Management Plan in place that was completed by a certified environmental service company. This Plan is in place to provide a safe environment for our students and staff. The company completing the plan for the district was Volz Environmental Services, Inc. of Pittsburgh, PA.

The Management Plan which consists of the AHERA 3 Year Reinspection Report and Management Plan Update for the district satisfies of the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) as they pertain to 40 CFR Part 763, Section 763.85 of the Asbestos – Containing Materials in Schools, Final Rule and Notice. The Management Plan is kept in the District's Administration Business Office and is available for inspection.

The District's contact person concerning the Asbestos Management Plan is Mr. David Catherman – Maintenance Supervisor.

Sincerely,

Mr. Mark Mitchell
Superintendent

Appendix C Bullying/Cyberbullying/Harassment Policy

The West Branch Area School District Board of School Directors is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. To that end, the school district has in place policies, and practices that are designed to reduce and eliminate bullying and harassment when they occur. The West Branch Elementary School has adopted the Olweus Bullying Prevention Model.

This policy is in effect while students are on property within the jurisdiction of the school district; while on school-contracted or school-operated vehicles; and while attending or engaged in school-sponsored activities. Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against.

Any violation of this policy shall be considered an infraction of the Code of Conduct, with discipline implemented accordingly. All bullying behavior that is a violation of the PA Crimes Code will be reported to the appropriate legal authorities.

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

Bullying shall mean an intentional electronic, written, verbal or physical act, or series of acts:

1. Directed at another student or students.
2. Which occurs in a school setting.
3. That is severe, persistent, or pervasive.
4. That has the effect of doing any of the following:
 - a. Substantially interfering with a student's education.
 - b. Creating a threatening environment.
 - c. Substantially disrupting the orderly operation of the school.

School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

Bullying, as defined in this policy, includes cyberbullying.

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

This policy shall be implemented through the cooperative efforts of the Superintendent, building administrators, school staff members, parents/guardians, regional police and state police, and the school district's community.

Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene unless the intervention would be a threat to staff members' safety. In that case, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation.

The Board expects that students and parents/guardians who become aware of an act of bullying shall report it to a school official (usually the building principal) for further investigation. Any student who retaliates against another person for reporting bullying, intimidation and/or physical assault shall be subject to further disciplinary action.

Students shall be informed about the policy on the district's publicly accessible Internet web site and in every classroom. The policy shall be posted at a prominent location within each school building where such notices are usually posted. Each school building principal shall ensure that the policy and procedures for reporting bullying incidents are reviewed with students at least once each school year.

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

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

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

Appendix D Bullying/Harassment Complaint Form



WEST BRANCH AREA SCHOOL DISTRICT
 MARK MITCHELL, SUPERINTENDENT
 356 ALLPORT CUTOFF
 MORRISDALE, PA 16858
 (814) 345-5615 EXT 4950
 FAX (814) 345-5220
www.westbranch.org

Incident Date: _____

Incident Time: _____

Name: _____ Phone: _____

Address: _____

Who committed the act(s) against you?

Witnesses to the incident

Were you kicked, shoved, struck, or threatened? Yes () No ()

If so, explain

Has the person engaged in these activities repeatedly? Yes () No ()

If so, when and what happened?

Has the person teased or taunted you in any way? Yes () No ()

If so, how?

Notice: False reports- A person who knowingly gives false information to any person of authority with the intent to implicate another of harassment will incur discipline equal to the false allegation.

Appendix E Acceptable Use Policy

Please read the following Acceptable Use Policy carefully before signing the User Agreement. No account will be created until the User Agreement has been signed and returned.

New technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. West Branch Area School District offers students and staff members access to the electronic information highway and the Internet.

Along with access to computers and people all over the world, comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff and parents/guardians of minors are responsible for setting and conveying the sources. West Branch Area School District supports and respects each family's right to decide whether or not to allow their child to apply for access to the Internet.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

West Branch Area School District Internet is provided for the student to conduct research and communicate with others in relation to school and community work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parents/guardians permission is required, by signing the Acceptable Use Policy. ***Access is a privilege, not a right.*** Teachers and the administration will deem what is inappropriate use and provide appropriate sanctions, if deemed necessary.

Educational Purpose

The West Branch Area School District computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and career development activities. The West Branch Area School District computer network has not been established as a public access service or a public forum. The West Branch Area School District has a right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the Student Handbook, as well as the law, in your use of the West Branch Area School District computer network. You may not use the West Branch Area School District computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through the network.

Student Internet Access

All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child

pornography, or (3) harmful to minors. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

Unacceptable Uses

Personal Safety. Students/staff will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, credit card number, etc. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or that makes you feel uncomfortable. Personally, identifiable information concerning students will not be disclosed or used in any way on the Internet without the permission of a parent or guardian.

Email, Blogging, Chat, and Instant Messaging. Students/staff will not use commercial Web-based mail (Hotmail, Yahoo Mail, etc.) on any school computer, or any type of instant messaging including, but not limited to, AOL Instant Messenger, MSN Messenger, and ICQ. You are not permitted to contribute to weblogs or to be in online Web-based chatrooms unless it is part of a collaborative sharing project under the direct supervision of a teacher and are prohibited from using IRC chat programs on any school computer.

Social Networking Sites. Accessing Social Networking websites from the West Branch Area School District computer network is prohibited. Such websites include, but are not limited to, MySpace, Xanga, and Facebook.

Games/Online Games. The playing of games, including online games, without the consent of the teacher is prohibited. Downloading/saving of any games is also prohibited.

Illegal Activities. Students/staff will not attempt to gain unauthorized access to the West Branch Area School District computer network or to any other computer system through the West Branch Area School District computer network or go beyond your authorized access ("hacking"). This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing." You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. You will not use the West Branch Area School District computer network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System Security. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem.

Inappropriate Language/Harassment. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students/staff must not use the system to create, send, receive, or use any offensive or disruptive materials or messages. Messages which are considered to be offensive include, but may not be limited to, those which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages or materials which are fraudulent, harassing, or obscene, and those which contain abusive, profane, or offensive language. You will not post information that could damage or endanger another's reputation. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or an organization.

Respecting Resource Limits. Students/staff will use the system only for educational activities. You will not download any files. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited. No software is to be installed onto the network by students at any time for any purpose. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. Students/staff will be given a set amount of space on the network server to save appropriate/educational data. Students/staff should periodically review the information saved on their server location and delete any outdated and/or unnecessary information.

Plagiarism and Copyright Infringement. Students/staff will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

Inappropriate Access to Material. Students/staff will not use the West Branch Area School District computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher or other District employee. This will protect you against a claim that you have intentionally violated this Policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parents' instructions in this matter.

Vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware or software utilized on the network, hardware or software with any individual device, or other networks that are connected to the West Branch Area School District computer network. Vandalism by a user will result in immediate cancellation of privileges. No user shall upload, download, or create computer viruses. You will be responsible for any damages done to the equipment, system, and software.

Future Rules

Additional rules and restrictions may be added if the need arises. Students and staff are responsible for reading and following these rules.

Security

Monitoring. The West Branch Area School District reserves the right to log, monitor and review Internet, E-mail and other network use of each user. This logging, monitoring and review may be conducted without cause and without notice. Each user of a West Branch Area School District's computer by the use thereof agrees and consents to such logging, monitoring and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to the Internet, E-mail or other network usage. Network storage areas may be treated like school lockers. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private.

Electronic Mail (E-Mail). Users of the network are hereby notified that the West Branch Area School District administration has the authority to intercept and monitor e-mail messages of all persons using the West Branch Area School District computer network. The West Branch Area School District does not recognize the right to privacy of any user or the statements, writings, graphics, e-mail messages or other electronic or video transmissions of any user as a result of access over or through the West Branch Area School District computer network. All users are bound by the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act, which prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. No user shall intercept or disclose any information garnered as a result of access to the West Branch Area School District computer network without the consent of the sender or receiver of the communication. The Act recognizes that the West Branch Area School District may monitor an employee's e-mail messages, as long as the interception device is included in the e-mail equipment.

Search and Seizure. The West Branch Area School District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all uses of the system. The contents of electronic communications may be disclosed within the West Branch Area School District or to law enforcement officials without the permission of the author. You should not assume confidentiality of any material produced. Even when the material is erased from the system, it is usually possible to retrieve that material. Further, the use of passwords for security does not

guarantee confidentiality or privacy. Routine maintenance and monitoring of the West Branch Area School District computer network may lead to discovery that you have violated this Policy, the provisions of the Student Handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the provisions of the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to request to see the contents of your files.

Due Process. The West Branch Area School District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the West Branch Area School District computer network. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of your Internet account.

District Limitation of Liability. The West Branch Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible, and will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the West Branch Area School District's computer network is at the user's risk. The West Branch Area School District disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.

Filtering. The West Branch Area School District has provided a filtering solution for the district in compliance with the Children Internet Protection Act, a federal law. Filtering is being done based on certain categories as determined by the administration of the school district. Though filtering is being provided, it is to be considered neither a failsafe system nor a guarantee that all controversial or inappropriate materials are blocked. Students and staff should follow proper procedures and report any sites that may be deemed inappropriate to the computer department so that steps may be taken to block those sites. Users who access inappropriate sites or fail to report unblocked inappropriate sites may find themselves losing their Internet privileges. 53

VIOLATIONS OF THIS POLICY

Violation of the West Branch Area School District's Acceptable Use Policy in any way may result in loss of the privilege to access the Internet or other technology resources provided by the school. Other disciplinary action may be taken in accordance with existing West Branch Area School District policies and will be tailored to meet specific concerns related to the violation. When necessary, the District may call in law enforcement agencies. The district will cooperate fully with local, state or federal officials in any investigation concerning or relating to any illegal activities conducted through the district system.

Category 1 Violation

Examples (not a complete list): Accessing non-education websites, playing games, printing non-education material (i.e. game codes, pictures not pertaining to a class, etc.)

First offense: Loss of privileges 15 days/other possible discipline sanctions

Second offense: Loss of privileges 45 days/other possible discipline sanctions
Third offense: Loss of privileges remainder of year/other possible discipline sanctions

Category 2 Violation

Examples (not a complete list): Attempting to bypass the security/filtering system (i.e. accessing proxy websites), accessing Social Networking Websites (i.e. MySpace, Xanga, Facebook, etc.), hacking, giving out your password to another student, using another student's password to access the computer network, downloading any files (games, pornography, etc.)

First offense: Loss of privileges 90 days/other possible discipline sanctions

Second offense: Loss of privileges remainder of year/other possible discipline sanctions

NOTE: Any student who is taking a computer class and loses their computer privileges may receive a failing grade and be removed from the course.

Vandalism

Vandalism will result in cancellation of privileges for the remainder of the school year. The violator will also be financially responsible for repair/replacement of software, equipment, etc. Offenders may also be subject to criminal prosecution. Under Pennsylvania law, it is a felony punishable by a fine of up to \$15,000 and imprisonment of up to seven (7) years for any person to access, alter or damage any computer system, networking, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. Knowingly and without authorization, disclosing a password to a computer system, network, etc. is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five (5) years, as it is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software

Appendix F Drug Policy

Situation/ Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Disposition of Substance	Discipline/ Rehabilitation
1. A student volunteers information about personal drug or alcohol use and asks for help.	The student is informed of services available, encouraged to seek help. No disciplinary action will be taken against students seeking help..	A staff member will request advice from the Student Assistance Team, counselor, nurse, or principal.	Only with the consent of the student, unless there is clear and imminent danger.	NO	N/A	No disciplinary action will Be taken against students asking for help. Possible referral to Student Assistance Team.
2. A student contacts a staff member in regard to the drug use or alcohol use of another student.	Student who contacts a staff member is encouraged to get the student with a problem to personally seek help.	A staff member will request advice from the Student Assistance Team, counselor, nurse, or principal.	N/A	NO	N/A	No disciplinary action will Be taken against students asking for help. Possible referral to Student Assistance Team.
3. The possible use of drugs, alcohol or mood altering substance by a student is indicated, but there is no evidence of violation of law or school regulations.	Principal or his/her designee is summoned. Staff member writes an anecdotal report of the incident.	The principal or his/her designee will investigate. This may include search of the student, his/her locker and other possessions.	Notification of behavior and/or performance indicators if warranted.	NO	Confiscate the material if found.. Analysis will be made if necessary for use in further proceedings.	Referral to the Student Assistance Team.
4. The student has a drug, mood altering substance, alcohol-related medical emergency.	Standard health and procedures will be followed. Parents will be summoned as soon as possible. Student will be transported to a medical facility at parental expense.	The principal or his/her designee will investigate. This may include search of the student, his/her locker and other possessions.	Yes, parents notified as soon as possible.	YES	Confiscate the material if found. Analysis will be made if necessary for use in further proceedings.	Referral to the Student Assistance Team upon evidence of violation. Refer to appropriate situational category.
5. A student possesses drugs, mood-altering substances, look-alike drugs, paraphernalia, anabolic steroids, or alcohol. This includes aerosol cans, gasoline, flammable glue, paint and paint thinners, CO2, butane fluid or any other flammable product, at school or any school function.	Principal or his/her designee is summoned. Staff member immediately confiscates the material and writes an anecdotal report of the incident.	The principal or his/her designee will investigate. This may include search of the student, his/her locker and other possessions.	Yes, parental conference at the discretion of the principal or his/her designee.	YES	Confiscate the material if found. Analysis will be made if necessary for use in further proceedings.	0-10 day suspension. Formal School Board expulsion hearing may be held. Referral to the S.A. Team and abide by their recommendations which may include an assessment by a licensed D/A assessor & compliance w/recommendation of the assessor. Loss of all extra-curricular activities for a period of 45 school days.
Situation/	Immediate	Investigation	Notification of	Notification	Disposition	Discipline/

Category	Action		Parents	of Police	of Substance	Rehabilitation
6. A student is caught AGAIN in possession, use of, or under the influence of drugs, mood-altering substances, look-alike drugs, paraphernalia, anabolic steroids, or alcohol	Principal or his/her designee is summoned. Staff member immediately confiscates the material and writes an anecdotal report of the incident.	The principal or his/her designee will investigate. This may include search of the student, his/her locker and other possessions.	Yes, parental conference is arranged as soon as possible. .	YES	Confiscate the material if found. Analysis will be made if necessary for use in further proceedings.	10 day suspension. Formal School Board expulsion hearing may be held. Referral to the S.A. Team and abide by their recommendations which may include an assessment by a licensed D/A assessor & compliance w/recommendation of the assessor. Loss of all extra-curricular activities for a period of one calendar year. .
7. A student is distributing drugs, mood-altering substances, look-alike drugs, paraphernalia, anabolic steroids, or alcohol.	Principal or his/her designee is summoned. Staff member immediately confiscates the material and writes an anecdotal report of the incident.	The principal or his/her designee will investigate. This may include search of the student, his/her locker and other possessions.	Yes, parental conference is arranged as soon as possible. .	YES.	Confiscate the material if found. Analysis will be made if necessary for use in further proceedings.	0-10 day suspension. Formal School Board expulsion hearing may be held. Referral to the S.A. Team and abide by their recommendations which may include an assessment by a licensed D/A assessor & compliance w/recommendation of the assessor. Loss of all extra-curricular activities for a period of one calendar year.

Appendix G Title I LEA Parent and Family Engagement Plan



West Branch Area School District Elementary School-Wide Title 1 Local Education Agency Parent and Family Engagement Plan

(Revised June 2025)

The West Branch Area School District consists of one elementary, one middle school, and one high school. All schools are housed in the same building. The West Branch Area School District is part of the Title I School-wide program for West Branch Elementary, Grades K-4.

The West Branch Area School District believes that family engagement is critical to the success of its students. To this end, we strive to involve parents and family members in the instructional process, thus helping parents and family members realize the need for school to be a priority in their children's lives. Together our goal will be to enable our students to be responsible, productive adults, and life-long learners in an ever-changing society.

To accomplish these goals, parents and family members will be involved in the joint development, implementation, and review of the Title Consolidate Application.

How will the LEA involve parent and family members in the development of the Consolidated Application?

An annual meeting will be held in the spring to review the Family Engagement Policy and the upcoming 23-24 Consolidated Application. Through the annual meeting, parents and family members will participate in decision-making, budgeting, and monitoring the use of Title funds, as described in the Consolidate Application.

How will the LEA involve parent and family members in the school review and improvement?

Parents and family members will be involved in the process of school review and improvement by assisting Title 1 staff in the development or revision of school plans that are most likely to improve the performance of participating children in meeting Pennsylvania's Common Core and State Academic Standards.

Parents and family members will be expected to participate in the development of a strong Title 1 program through a school-parent compact. These voluntary agreements define goals, expectations, and shared responsibilities of schools and parents as equal partners for student learning. By doing so, each participant envisions what school should be all about. This continual dialogue between families and school professionals defines what works best for student learning.

Through workshops, speakers, small group sessions, and handouts, parents will gain an understanding of things such as:

- a. National Education Goals
- b. Pennsylvania's Common Core and State Academic Standards
- c. State and local assessments and the proficiency levels students are expected to meet
- d. Requirements of Title 1 Family Engagement
- e. Ways parents can monitor their children's progress and work with educators to improve the performance of their child(ren)
- f. Ways parents can participate in decisions relating to the education of their child(ren)

How will the LEA provide technical assistance to schools?

The district will provide coordination, technical assistance, and other support necessary to the elementary school as it works to implement an effective parent program. Technical assistance could take the form of regional or local workshops involving state and local Title 1 personnel.

How will the LEA coordinate with the other federal, state, and local laws and programs?

Through joint agency efforts, we will provide materials and training to our parents in areas where needed, such as literacy training and effective parenting skills. These meetings will be offered at various times to meet the needs of the parents.

Through joint training activities, the district/school will coordinate and integrate its family engagement programs with other programs such as Head Start and other preschool programs where feasible and appropriate.

The school district partners with CenClear to provide four PreK classrooms in house, at no cost to families.

How does the LEA evaluate parent and family engagement in all schools?

Annually each spring, an evaluation of our Family Engagement Policy will be conducted. These surveys will be distributed to families through communication apps, as well as email, requesting their input as to the effectiveness of our parent program. These questionnaires will request information as to how we can increase parental participation. Furthermore, these questionnaires will be sensitive to such issues as income, parents with disabilities, limited literacy, limited English proficiency, or any other racial or ethnic consideration. Title 1 staff will use the results of these questionnaires to assist in planning a more effective parent program.

Through the use of questionnaires, parents will be asked for their input as to the use of funds for family engagement. These questionnaires will be distributed by elementary staff through communication apps. Discussion of the results will be discussed at the annual public meeting.

Through the annual evaluation of the Family Engagement Policy, the elementary school will solicit input from parents regarding their dissatisfaction, as well as their satisfaction, with any part of the parent program. All data will be analyzed, and the non-satisfactory parent comments regarding the school's local plan will be attached to the plan when submitted to the state education agency.



Appendix H Title I School Parent and Family Engagement Plan

West Branch Area School District Title I School Parent and Family Engagement Plan

(Revised June 2025)

The West Branch Area Elementary believes that family engagement is critical to the success of its students. To this end, we strive to involve parents and family members in the instructional process, thus helping parents and family members realize the need for school to be a priority in their children's lives. Together our goal will be to enable our students to be responsible, productive adults, and life-long learners in an ever-changing society.

How will the school involve parents and family members in the development of the parent and family engagement policy?

To accomplish these goals, parents and family members will be involved in the joint development, implementation, and review of the Title Consolidate Application.

Through the annual meeting, parents and family members will participate in decision-making, budgeting, and monitoring the use of Title funds, as described in the Consolidate Application.

How will the school meet with parents and family members annually?

Two annual meetings will be held, one in the spring and one in the fall, to review the Family Engagement Policy and the upcoming 23-24 Consolidated Application.

An annual meeting will be held in the spring to review the Family Engagement Policy and the upcoming 23-24 Consolidated Application.

What meetings will be held at the school?

Annually each spring, an evaluation of our Family Engagement Policy will be conducted. These surveys will be distributed to families through communication apps, as well as email, requesting their input as to the effectiveness of our parent program. These questionnaires will request information as to how we can increase parental participation. Furthermore, these questionnaires will be sensitive to such issues as income, parents with disabilities, limited literacy, limited English proficiency, or any other racial or ethnic consideration. Title 1 staff will use the results of these questionnaires to assist in planning a more effective parent program.

How will the school inform parents and family members about the Title I Program?

Copy of the Family Engagement Policy will be inserted into the Student Handbook. The Student Handbook must be reviewed and signed off by parents at the beginning of each school year. Additional copies will be provided to parents throughout the year should they request one.

Through the WBASD website and other communications, the school encourages parents to become involved in their children's education and the parent/school partnership and stresses their important role in this home/school effort.

Parent/Teacher Conferences will be encouraged to discuss the student's academic progress. Flexible conference times will be offered to accommodate differing schedules. The Title 1 teacher and Coordinator can be contacted at any time during the school year. Phone calls to the elementary school secretary at 814-345-5627 will be forwarded to the appropriate staff member. E-mail messages can be sent to the following addresses:

Dr. Angela Michaels, Coordinator
amichaels@westbranch.org

Mrs. Ashley White, Title 1 Teacher
awhite@westbranch.org

How will the school explain the curriculum, state standards, and assessments?

Through workshops, speakers, small group sessions, and handouts, parents will gain an understanding of things such as:

- a. National Education Goals
- b. Pennsylvania's Common Core and State Academic Standards
- c. State and local assessments and the proficiency levels students are expected to meet
- d. Requirements of Title 1 Family Engagement
- e. Ways parents can monitor their children's progress and work with educators to improve the performance of their child(ren)
- f. Ways parents can participate in decisions relating to the education of their child(ren)

There will be resource materials available for parents to check out in the elementary school. These materials will support the children in their education and will help parents become full partners in the education of their children.

How will the school accommodate meeting requests?

The school district will accommodate parents by offering a variety of meeting times, locations, and formats, including early morning and evening hours, phone or zoom sessions, or home visits. The school may offer childcare to families during meeting times, as well as refreshments.

How will the school meet with parents and family members to develop and discuss the Schoolwide Plan?

Parents and family members will be involved in the process of school review and improvement by assisting Title 1 staff in the development or revision of school plans that are most likely to improve the performance of participating children in meeting Pennsylvania's Common Core and State Academic Standards.

How will the school involve parents and family members in the development of the school-parent compact?

Parents and family members will be expected to participate in the development of a strong Title 1 program through a school-parent compact. These voluntary agreements define goals, expectations, and shared responsibilities of schools and parents as equal partners for student learning. By doing so, each participant envisions what school should be all about. This continual dialogue between families and school professionals defines what works best for student learning.

How will the school provide training materials to parents and family members?

Through joint agency efforts, we will provide materials and training to our parents in areas where needed, such as literacy training and effective parenting skills. These meetings will be offered at various times to meet the needs of the parents.

How will the school use parents to train staff on how to work with parents as equal partners?

The district will work to educate teachers and other staff in how to better relate/communicate to parents. The training will focus on the value and usefulness of parental contributions to the educational process. The focus of these efforts will be to build strong ties between the home and school. The district will utilize materials from the PA Title I State Parent Advisory Council, including skits, to educate and inform parents and staff on collaborative efforts.

The district will provide coordination, technical assistance, and other support necessary to the elementary school as it works to implement an effective parent program. Technical assistance could take the form of regional or local workshops involving state and local Title 1 personnel.

How will the school coordinate with other federal, state, and local programs to include public preschool programs?

The school district partners with CenClear to provide four PreK classrooms. These classrooms include PreK Counts students, Head Start students, and community students. The district promotes the PreK program through social media, flyers, and other news sources. The school

district's literacy coach engages other local preschools by providing training, resources, and materials and holding a PreK council.

Through joint training activities, the district/school will coordinate and integrate its family engagement programs with other programs such as Head Start and other preschool programs where feasible and appropriate.

How will the school ensure information is in language parents can understand? How will the school include parents and family members of English Learners?

Every effort will be made to ensure that information related to schools and parent programs is distributed in a timely manner. Information for meetings and other activities will be sent to the homes of participating children in their appropriate native language. When necessary, local Title 1 personnel will seek the assistance of state department staff in providing full opportunities for the participation of Limited English Proficient parents and parents with disabilities. This assistance will be in the form of providing information and school profiles in the parents' native language or in a form they can understand.

Appendix I Title I School-Parent/Guardian-Student Compact



Mark Mitchell, Superintendent

Dr. Angela Michaels
Federal Programs Coordinator
516 Allport Cutoff
Morrisdale PA, 16858
814.345.5615x 1031
www.westbranch.org

West Branch Elementary School Title 1 School-Parent/Guardian-Student Compact

(Revised June 2025)

SCHOOL:

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability.

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards.
2. Strive to address the individual needs of your child.
3. Acknowledge that parents are vital to the success of a child and school.
4. Communicate with you about your child's progress, ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
5. Provide a healthy and safe learning environment.

Teacher Signature: _____ Date: _____

PARENT/GUARDIAN:

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my abilities:

1. Volunteer in my child's classroom.
2. Supporting my child's learning.
3. Participate, as appropriate, in decisions relating to the education of my child and positive use of extracurricular time.
4. Send my child to school on time, well-fed, and well-rested on a regular basis.
5. Create a home atmosphere that supports learning.
6. Respond to school communication promptly.

Parent/ Guardian Signature: _____ Date: _____

STUDENT:

I know my education is important to me. I know my parents want to help me, but I must do the work. I agree to do the following:

1. Come to school on time and prepared, with my homework completed.
2. If I need clarification, I will ask for help.
3. Listen to my teacher and try my best.
4. Be respectful to all school members, including students, teachers, and staff, and to school property.
5. Be responsible for my own actions and make good choices.

Student Signature: _____ Date: _____



Appendix J Title I Parent Right To Know

West Branch Elementary School Title 1 Parent Right to Know

Dear Parents/Guardians:

As a parent or guardian of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child.

Federal law required every Title I school district to comply and to provide you with the requested information in a timely manner. All schools have on file a listing of faculty members and their professional qualifications. At any time, you may ask:

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

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

The Every Student Succeeds Act (ESSA), which was signed into law in December 2015, includes additional right to know requests. At any time, you may 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, and
 - time and format of disseminating results.

All of the above information can be requested through your school principal.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your building's principal.

Appendix K Homelessness Policy

Purpose

The Board recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports in compliance with federal and state laws, regulations and Board policy, for such students.[1][2][3][4][5] [6][7][8]

Authority

The Board directs the district to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other district students.[1][2][3][4][5][6][7]

The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:[1][2][3][4][5][6][7]

1. Dress code.[9]
2. Transportation.[10]
3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.[11][12][13][14][15] [16][17]
4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.[9][13][14][15][18] [19] [20][21][22]
5. Graduation.[19]
6. Registration deadlines.

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.

Definitions

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following: [4]

1. Homelessness.[1][3][Z]
2. An adjudication of:[23][24]
 - a. Dependency relating to child protective services and juvenile matters;
 - b. Delinquency, if disclosed by the student's parent/guardian; or
 - c. As part of court-ordered services under a voluntary placement or custody agreement.

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[25]

Enroll or Enrollment means attending classes and participating fully in school activities.[26]

Additional costs means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's school of origin.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.[25]

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[26]

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school in which the student experiencing educational instability was last enrolled.

- The school of origin for a homeless child or youth - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[27]
- The school of origin for a child in foster care - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement. [8]
- When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason. [26]

Delegation of Responsibility

The Board designates the Pupil Services Coordinator to serve as the district's point of contact for students experiencing educational instability.[4][5][27]

The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.[4]

The district's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs: [4][5][27]

1. Local children and youth agency to:
 - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;

- b. Develop a protocol on how to make best interest determinations; and
 - c. Develop and coordinate transportation procedures.
2. Other local service agencies and entities that provide services to students experiencing educational instability.
 3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
 4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[11][28]
 5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall: [4]

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.
2. Facilitate the prompt placement of the student in appropriate courses.
3. Connect the student with educational services that meet the student's specific needs.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.
5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

The district's point of contact shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[27].

The district's point of contact shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[27]

Training

The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students -

The district's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[27]

The district's point of contact shall arrange professional development programs for school staff, including office staff.[27]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to: [27]

1. Improve identification of homeless children and youths and unaccompanied youths;

2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Guidelines

Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[4]

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[29][30]

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[5][27]

In accordance with the homeless child's or youth's best interest, the district shall continue to enroll a homeless student in the student's school of origin within the district while the student remains homeless and through the end of the academic year in which the student obtains permanent housing.[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the district regardless of the district attendance area where the student is actually living or a school of origin in another district.[27]

The district's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.[27]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall:[5][27]

1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.
2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][Z][29][30][31][32][33][34] [35]

1. The student is unable to produce records normally required for enrollment. [27][31]
2. The application or enrollment deadline has passed.[27][31][32]

The district's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district may administer tests or utilize appropriate means to determine the student's assignment within the school. [36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal. [27]

If a dispute arises over eligibility, enrollment or school selection:[27]

1. The parent/guardian or unaccompanied youth shall be referred to the district's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's point of contact shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute. [2] [38]

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[29] [30][39]

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is: [29][30][39]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to: [3][27][40]

1. Transportation services.[10]
2. School nutrition programs. [21]
3. Career and technical education.[12]
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[41]
 - b. Programs for English Learners.[42]
 - c. Programs for students with disabilities. [11]
 - d. Programs for gifted and talented students.[16]
5. Preschool programs.

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[27]

Transportation for Students in Foster Care -

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following: [6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law. [8]
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost; [6]
 - c. The district and the local children and youth agency agree to share the costs; or
 - d. The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.
1. 3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include: [4][5][6]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following: [4][19]

a. Competency demonstration, which could include, but is not limited to:

i. Submission of an essay, presentation or project.

ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.

b. Performance on an examination.

c. Successful completion of a career and technical education course.

d. Other evidence or method determined appropriate by the district.

2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.

3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:[4][43]

1. All other graduation options have been exhausted.

2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[4][43]

Students with Disabilities -

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.[11][19]

Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.[19]

Appendix L Suspension and Expulsion Board Policy

Title Suspension and Expulsion

Code 233

Status Active

Adopted October 24, 2011

Last Revised February 27, 2023

Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[1][2][3][4][5]

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[1][6][7]

Guidelines

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[1][7]

No student may be suspended without notice of the reasons for which the student is suspended and an opportunity to be heard on their own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[1][6]

Informal hearings under this provision shall be conducted by the building principal and Superintendent.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[6]

Due Process Requirements for Informal Hearing[6]

The student and parent/guardian shall be given written notice of the reasons for the suspension.
 The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
 The student may question any witnesses present at the informal hearing.
 The student may speak and produce witnesses who may speak at the informal hearing.
 The district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which the student is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

The district shall provide for the student's education during the period of in-school suspension.[2]

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, and upon action taken by the Board after the hearing.[1][6][7]

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[1][6][7][8]

The formal hearing shall observe the due process requirements of:[6]

- Notification of the charges in writing by certified mail to the student's parent/guardian.
- At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- The hearing shall be private unless the student or parent/guardian requests a public hearing. -
- Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing. -
- Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
- The right to request that witnesses against the student appear in person and answer questions or be cross examined.
- The right to testify and present witnesses on the student's behalf.
- A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
- The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - The need for laboratory reports from law enforcement agencies.
 - Evaluations or other court or administrative proceedings are pending due to a student's invoking their rights under the Individuals with Disabilities Education Act (IDEA).
 - Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1][10]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in their normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under eighteen (18) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[1][10][11]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[12][13]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

Publication of a Code of Student Conduct, in accordance with Board policy on student discipline. [14]

Procedures that ensure due process when a student is being deprived of the right to attend school.

Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[15][16]

The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.

Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board