

WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

All students will be given the opportunity to succeed in a changing world and become positive contributors to society.

Williamsburg Elementary School

607 Sage Hill Drive
Williamsburg, PA 16693
Phone: 814-832-2125
Fax: 814-832-3042



Williamsburg Jr./Sr. High School

515 West Third Street
Williamsburg, PA 16693
Phone: 814-832-2125
Fax: 814-832-0115

Lisa M. Murgas
Superintendent

Jennifer A. Metzler
Elementary Principal

Kalie R. Zabrosky
Business Manager

Jennifer L. Frederick
High School Principal

Notice to Parents: Student Health Exams, Privacy, and Surveys

August 2023

Dear Parent/Guardian:

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 years old or emancipated minors (i.e., “eligible students”) certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (i.e., “protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDoE)—
 1. Political affiliations or beliefs of the student or student’s parents;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parents;
 8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of the following:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening as a required condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

The Williamsburg Community School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **The Williamsburg Community School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.** The school district will also directly notify parents and eligible students, such as through U.S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the USDoe.
- Any non-emergency, invasive physical exam or screening described above.

Parents and/or eligible students who believe their rights have been violated may file a complaint with the:

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

If you have any questions regarding this information, please contact me at 814-832-2125.

Sincerely,



Lisa M. Murgas
Superintendent

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Notice to Parent of Unsafe School Choice

August 2023

Dear Parent/Guardian:

The Elementary and Secondary Education Act (Section 9532) requires that all children who attend a persistently dangerous school or become the victim of a violent criminal offense while at school have the opportunity to transfer to another school building within the district (including a public charter school), that is not a persistently dangerous school.

According to the Commonwealth of Pennsylvania, a “violent criminal offense” includes the following offenses set forth in Title 18 of the Pennsylvania Consolidated Statutes: kidnapping; robbery; aggravated assault (upon the student); rape; involuntary deviate sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; or attempt to commit homicide, murder, or voluntary manslaughter. A “victim” is defined by the state of PA as the student against whom a violent criminal offense has been perpetrated.

Under these standards, a “persistently dangerous school” means any public school that meets the following criteria in the most recent school year and in one additional year of the two years prior to the most recent school year: (1) for a school whose enrollment is 250 or less, at least 5 dangerous incidents; (2) for a school whose enrollment is 251 to 1,000, a number of dangerous incidents that represents at least 2% of the school’s enrollment; and (3) for a school whose enrollment is over 1,000, 20 or more dangerous incidents.

All school districts that have a school building designated as persistently dangerous under these standards must submit a corrective action plan to the PA Department of Education, and they will provide assistance to those districts and monitor their progress in implementing the corrective action plans. The PA Department of Education will reassess each school building’s designation as “persistently dangerous” at the end of the school year during which the corrective action plan is completed.

In Pennsylvania, if your child has been a victim of a violent crime while in or on school grounds of the public elementary or secondary school he or she attends, he or she must be offered the opportunity to transfer to a safe public school building within the district, including a public charter school. In order for a student victim to be entitled to a transfer, the violent criminal offense first must be reported to law enforcement authorities by the student, the student’s parent or guardian, or school officials.

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Within ten (10) calendar days of receiving notice of the violent criminal offense, the school district will notify the student victim that he or she has the right to transfer to a safe public elementary or secondary school within the district, including a public charter school. The notification and offer to transfer shall state that no student is required to transfer to another school, but has the option to do so.

The student victim or his/her parent or guardian must apply to the district to transfer within 30 calendar days after the incident is reported to school authorities. Upon receipt of an application to transfer, the school district will transfer the student as soon as possible, but in no more than ten (10) calendar days after receiving the application.

When considering a student's request to transfer to another school, the school district will take into account the particular needs of the student and the parent. To the extent possible, the school district will allow the student to transfer to a school building that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.

A charter school only has to accept a student who meets its admission criteria if space is available.

If there is not another safe school within the school district to which students may transfer, the school district is encouraged, but not required, to establish an agreement with a neighboring school district to accept the transfer of students.

If you have any questions regarding student transfer from a persistently dangerous school or because your child has been the victim of a violent crime, please contact me at 814-832-2125. There are no schools in the Williamsburg Community School District that are considered "unsafe" or "persistently dangerous".

Sincerely,



Lisa M. Murgas
Superintendent

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Dear Parent or Guardian:

Federal regulations require that we inform parents concerning information which will be made available to the general public. We release individual student names to the media for recognition of education and extracurricular awards and accomplishments. Occasionally, student photographs or school videotapes are released to the media or used for other public relations purposes. Our district website (www.williamsburg.k12.pa.us) will include school and district newsletters and program or teacher web page links that may include student work, photographs, or other school-related information and activities.

If you do not want your child's name or photograph to be released or utilized for a public relations purpose, please notify the building principal, in writing, within the (10) days of the receipt of this letter.

Sincerely,

A handwritten signature in black ink that reads "Lisa Murgas". The signature is written in a cursive style.

Lisa Murgas
Superintendent

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Notice of Homeless Education Programs

August 2023

Dear Parent/Guardian:

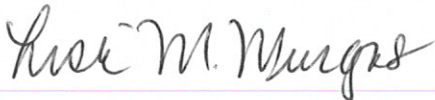
Each year, more than 800,000 school-age children in the United States experience homelessness. The federal Every Student Succeeds Act (ESSA) amended the McKinney-Vento Act which includes a provision to make sure that homelessness does not cause these children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Williamsburg Community School District is required to provide activities for, and services to, homeless children, including preschool-age homeless children and youths, enabling them to enroll in, attend, and succeed in school or preschool programs.

The law requires all school districts to inform parents or guardians of their rights under this provision of ESSA. Specifically, it states that, pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other school, selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any questions about this provision of ESSA, please contact me at 814-832-2125.

Sincerely,



Lisa M. Murgas
Superintendent

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Parent Right-to-Know

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

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

At Williamsburg Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

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

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

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

- Information on policies regarding student participation in assessments and procedures for opting out, 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.

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 Lisa Murgas at 814-832-2125.

Sincerely,

Lisa M. Murgas
Superintendent

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August 2023

Parent Right to Know

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

As a parent of a student in the Williamsburg Community School District, this letter lets you know about your right to request information about the qualifications of the classroom staff working with your child. We are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. You have the right to ask for the following information about each of your child's classroom teachers at any time:

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

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

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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 would like to receive additional information about any teachers or paraprofessional aides who work with your child, please contact me at 814-832-2125.

Sincerely,

Lisa M. Murgas
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NEW Procedures for submitting accident/injury claims

With the advent of the privacy rule under the Health Insurance Portability and Accountability Act (HIPPA), NEW changes in the procedure for filing a medical claim are necessary. The accident insurance coverage, with Bollinger, provides coverage on an **EXCESS** basis. Under this plan, the first \$100 of the covered charges are paid without regard to any other applicable coverage that may be in effect. After the first \$100 in covered charges are paid, expenses which are **NOT** covered by your personal or group insurance are eligible for coverage under this plan up to the policy limit.

Effective immediately, in the event of a student accident/injury, the following claim procedure must be followed, please note that these instructions can also be found on the reverse side of your claim form:

1. Report the injury immediately to a school official, who is responsible for completing an accident/injury report. Failure to report injury immediately may result in non-payment of benefits.
2. From the accident/injury report, the school nurse will complete the top portion of the Medical Claim Form and return it to the student.
3. Parent/Guardian needs to complete and sign the Parent's Statement of Authorizations.
4. The Statement of Other Insurance Section must be completed.
5. Parent/Guardian must file claim with both his/her insurance company and the school's accident insurance company (Bollinger).
6. If claim totals more than \$100, the student insurance will pay the first \$100 and return the expenses to you for submission to your own personal or group insurance coverage.
7. If you have coverage through an HMO or similar facility you must use this facility once the first \$100 has been paid, or your remaining balances will not be covered under this policy.
8. After your own insurance has paid the medical expenses, attach the itemized bills and copies of the Explanation of Benefits from your primary insurance company to this claim form and mail to the address below. **Bollinger will NOT accept balance due bills.**
9. **Claim forms MUST be mailed to Bollinger within 90 days of the accident.**
10. Any subsequent bills and Explanation of Benefits from your other insurance should be sent to the address below as you receive them. Please write the claimant's name, policy number and date of accident on all subsequent bills. **A new claim form is not necessary.**
11. Maintain a copy of this form and all bills for you own records.

If you need further information call 1-866-267-0092. All claims should be mailed to:

Bollinger Inc.
P.O. Box 1346
Morristown, NJ 07962

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