

WEST CHESTER AREA SCHOOL DISTRICT
Policy Review Committee
 June 20, 2023
 5:30 pm
 Spellman Education Center

AGENDA

| | | |
|---|---|-----------------------|
| • | Public Comment on Agenda Items | |
| ★ | Approval of May 15, 2023 Minutes | K. Fleming |
| ★ | Review and Approval of Revised Policy 222 Smoking, Tobacco and Vaping Products-Students | S. Missett |
| ★ | Review and Approval of Revised Policy 226 Search Procedures by Staff | S. Missett |
| ★ | Review and Approval of Revised Policy 227 Controlled Substances/Paraphernalia | S. Missett |
| ★ | Review and Approval of Revised Policy 233 Suspension and Expulsion | S. Missett |
| • | Review of Administrative Guideline 233AG1: Suspension and Expulsion | S. Missett |
| ★ | Review and Approval of Revised Policy 247 Hazing | S. Missett |
| ★ | Review and Approval of Revised Policy 249 Bullying/Cyberbullying | S. Missett |
| ★ | Review and Approval of Revised Policy 810 Student Transportation | J. Scully |
| ★ | Review and Approval of Revised Policy 810.2 Transportation Audio/Video Recording | J. Scully |
| ★ | Review and Approval of Revised Policy 810.3 Bus Conduct | J. Scully |
| • | Review of Revised Administrative Guideline 810.3AG1 Bus Conduct Guidelines | J. Scully |
| • | Review of Revised Administrative Guideline 814AG1 Copyright Material | M. Wagman |
| ★ | Review and Approval of Revised Policy 907 School Visitors | S. Missett/M. Kleiman |
| • | Review of revised Administrative Guideline 907AG1 Guidelines for Classroom, Program or Service Observations | S. Missett/M. Kleiman |
| • | Review of revised Administrative Guideline 907AG2: Visitor Observation Form | S. Missett/M. Kleiman |

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| ● | Review of revised Administrative Guideline 810AG1 Student Transportation Emergency Safety Procedures | J. Scully |
| ● | Review of revised Administrative Guideline 810AG2 Bus Driver's Responsibility | J. Scully |
| ● | Review of revised Administrative Guideline 810AG3 Child Care Transportation Management | J. Scully |
| ● | Review of revised Administrative Guideline 810.3AG2 Student Bus Conduct Guidelines for Bus Drivers and Principals | J. Scully |

Public Comment Protocol

- Residents wishing to make public comment on agenda items must register prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- Policy 903: Public Participation in Board Meetings governs public comment.
- The committee chair or designee will call residents in the order in which they signed in.
- A three-minute timer will be projected on the screen and will start after the speaker gives their name and township/borough.

West Chester Area School District public meetings are live streamed and recorded for the purpose of public broadcast and posting on the Internet. The West Chester Area School District disclaims responsibility for both images, statements and/or actions made by those in attendance at the recorded public meeting.

WEST CHESTER AREA SCHOOL DISTRICT
Policy Review Committee

Policy Review Committee Meeting Minutes

May 15, 2023

Spellman Education Center Board Room

Start: 6:06 pm – Finish: 6:44 pm

Attending Committee Members:

☒ Karen Fleming (chair) ☒ Gary Bevilacqua ☒ Laura Detre ☐ Stacey Whomsley

Other Board Members:

☒ Joyce Chester ☒ Alex Christy ☒ Daryl Durnell ☒ Karen Herrmann ☒ Sue Tiernan

Administration:

☒ Kalia Reynolds ☒ Wayne Birster ☐ Melissa Kleiman ☐ Una Martin ☒ Sara Missett
☐ Cheryl Newton-Woods ☐ John Scully ☐ Jeff Ulmer ☒ Michael Wagman

Public Comment:

| Name | Agenda Item |
|--------------|------------------------|
| Judi DiFonzo | Policy 137, 137.2, 204 |

Items on Agenda

- Approval of April 17, 2023 Minutes
Review and Approval of Revised Policy 103 Discrimination/ Sexual Harassment Affecting Students
- Revised 103AG1: Discrimination/Sexual Harassment/Retaliation Report Form (information item)
- Review and Approval of Revised Policy 113.2 Behavior Intervention
- Review and Approval of Revised Policy 137 Home Education Programs
- Review and Approval to Retire Administrative Guideline 137AG1 Home Education Programs Non-District Programs Guidelines
- Review and Approval of Revised Policy 137.1 Extracurricular Participation by Home Education Students
- Review and Approval of New Policy 137.2 Participation in Cocurricular Activities and Academic Courses by Home Edu Students
- Review and Approval of New Administrative Guideline 137.2AG1 Participation in Cocurricular Activities and Academic Courses by Home Edu Stu Guidelines
- Review and Approval of New Policy 137.3 Participation in Career and Technical Education Programs by Home Edu Students
- Review and Approval of New Administrative Guideline 140AG2 Procedures for Consideration of Charter School Applications
- Review and Approval of Revised Policy 204 Attendance
- Revised 204AG1 Attendance Guidelines (information item)

- Review and Approval to Retire Administrative Guideline 204AG3: Attendance Guidelines – WC Cyber Program
- Review and Approval of Revised Policy 215 Promotion & Retention
- Revised 215AG1: Promotion & Retention Guidelines (information item)
- Review and Approval of Revised Administrative Guideline 218AG1 Student Discipline Guidelines
- Review and Approval of Revised Policy 218.2 Terroristic Threats
- Review and Approval of Revised Policy 218.3 Student Integrity

Policy Review Committee Actions/Outcomes

| Agenda Item | Vote |
|--|---------------------------|
| Approval of April 17, 2023 Minutes | 3-0 |
| Approval of Revised Policy 103 Discrimination/ Sexual Harassment Affecting Students | 3-0 |
| Revised 103AG1: Discrimination/Sexual Harassment/Retaliation Report Form | Informational- no vote |
| Approval of Revised Policy 113.2 Behavior Intervention | 3-0 |
| Approval of Revised Policy 137 Home Education Programs | 3-0 |
| Approval to Retire Administrative Guideline 137AG1 Home Education Programs Non-District Programs Guidelines | 3-0 |
| Approval of Revised Policy 137.1 Extracurricular Participation by Home Education Students | 3-0 |
| Approval of New Policy 137.2 Participation in Cocurricular Activities and Academic Courses by Home Edu Students | 3-0 |
| Approval of New Administrative Guideline 137.2AG1 Participation in Cocurricular Activities and Academic Courses by Home Edu Stu Guidelines | 3-0 |
| Approval of New Policy 137.3 Participation in Career and Technical Education Programs by Home Edu Students | 3-0 |
| Approval of New Administrative Guideline 140AG2 Procedures for Consideration of Charter School Applications | 3-0 |
| Approval of Revised Policy 204 Attendance | 3-0 |
| Revised 204AG1 Attendance Guidelines | Informational- no vote |
| Approval to Retire Administrative Guideline 204AG3: Attendance Guidelines – WC Cyber Program | 3-0 |
| Approval of Revised Policy 215 Promotion & Retention | 3-0 |
| Revised 215AG1: Promotion & Retention Guidelines | Informational- no vote |
| Approval of Revised Administrative Guideline 218AG1 Student Discipline Guidelines | 3-0 |
| Approval of Revised Policy 218.2 Terroristic Threats | 3-0 |

| Agenda Item | Vote |
|--|------|
| Approval of Revised Policy 218.3 Student Integrity | 3-0 |

Next Meeting: **Tuesday, June 20, 2023**

May Board Consent Agenda items:

- Revised Policy 113.1: Discipline of Students with Disabilities
- Revised Policy 216: Student Records
- Revised Policy 218: Student Discipline
- New Administrative Guideline 830AG1: Electronic Data Storage Guidelines
- Revised Policy 006.3: Broadcasting Board Meetings
- Revised Policy 009: Policy Development



| | |
|---------------------|---|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Smoking, Tobacco and Vaping Products-Students |
| Code | 222 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | April 27, 2020 |
| Prior Revised Dates | 3/25/2019 |

Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for both users and nonusers, and the safety and environment of the schools. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

The Board further prohibits student smoking of any non-tobacco products or the possession of non-tobacco products in a form in which they may be smoked, including but not limited to non-tobacco cigarettes, cigars and little cigars (collectively "**non-tobacco products**").

Definitions

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following: [\[1\]](#)[\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Authority

The Board prohibits possession, use, purchase or sale of tobacco and vaping products including the product marketed as Juul and other e-cigarettes by or to students regardless of whether such products contain tobacco or nicotine at any time in a school building; ~~and on any property, buses, vans, and vehicles that are owned, leased or controlled by the school district,~~ **and at school-sponsored activities that are held off school property.**^{[1][2][3]}

~~The Board prohibits possession, use, purchase or sale of tobacco and vaping products including the product marketed as Juul and other e-cigarettes by or to students at school-sponsored activities that are held off school property.~~

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.^[4]

The Board prohibits the smoking or possession of non-tobacco products at any time in a school building, on any property, buses, vans, or vehicles that are owned, leased or controlled by the school district, or at school-sponsored activities that are held off of school property.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the Board's tobacco and vaping products policy by publishing information in student handbook(s), Code of Student Conduct/Disciplinary Action Schedule, parental newsletters, posters, and by other efficient methods such as posted notices, signs and on the district website.^[2]

The Superintendent or designee shall ~~may~~ develop administrative ~~regulations~~ **guidelines** to implement this policy.

Parental Report

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including the product marketed as Juul and other electronic cigarettes, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.^{[5][6][7]}

Office for Safe Schools Report

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products by students to the Office for Safe Schools on the required form.^{[7][8]}

Law Enforcement Incident Report

The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.^{[1][2][5][7][8][9][10]}

Guidelines

Students found in violation of this policy shall be subject to appropriate disciplinary action.[11]

If a student is found to be in violation of this policy due to the possession or smoking of any non-tobacco product, and the non-tobacco product constitutes a controlled substance under District policy, the violation shall be addressed under the District's **Controlled Substances/Paraphernalia** policy.[12]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, and attorney's fees, or admitted by the court to alternative adjudication in lieu of imposition of a fine.[2]

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.[11]

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[7][13][14][15][16][17]

Legal

[1. 18 Pa. C.S.A. 6305](#)

[2. 18 Pa. C.S.A. 6306.1](#)

[3. 20 U.S.C. 7973](#)

4. Pol. 210

[5. 22 PA Code 10.2](#)

[6. 22 PA Code 10.25](#)

7. Pol. 805.1

[8. 24 P.S. 1303-A](#)

[9. 22 PA Code 10.22](#)

[10. 24 P.S. 1302.1-A](#)

11. Pol. 218

12. Pol. 227

[13. 20 U.S.C. 1400 et seq](#)

[14. 22 PA Code 10.23](#)

15. Pol. 103.1

16. Pol. 113.1

17. Pol. 113.2

[24 P.S. 510](#)

[20 U.S.C. 7114](#)

[20 U.S.C. 7118](#)

[20 U.S.C. 7971 et seq](#)

[34 CFR Part 300](#)

[Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts](#)



| | |
|---------|----------------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Search Procedures by Staff |
| Code | 226 |
| Status | Review |
| Adopted | August 1, 2015 |

Purpose

To maintain order and discipline in schools, and to protect the safety and welfare of students and school personnel, the Board reserves the right to authorize school officials to search student's lockers, automobiles and/or school property in certain circumstances, and may seize any illegal or unauthorized materials discovered during the search.[\[1\]](#)[\[2\]](#)

Authority

It is prohibited for any student while at school, to possess on his/her **their** person, **in their personal effects**, in his/her **their** locker, or his/her **their** automobile, or to use in any manner, or to sell any substance, item, or device, the use, possession, or sale of which is a violation of federal, state or local law, or district policy, or constitutes a threat to the health, safety, welfare or good order of the occupants of the school building, the school building itself, or the district ('illegal materials').[\[2\]](#)

Parents/Guardians and students shall be notified at least annually or more often, if deemed appropriate, of the contents of the search policy.[\[1\]](#)

All school personnel shall cooperate in every manner possible in carrying out this policy.

Definition

Reasonable suspicion is generally defined as a conclusion arrived at by a reasonable, prudent and conscientious mind, from facts at hand; it is not caused by such improper motives as a dislike for a student or malice, but only from the facts which are known. If they logically, rationally, and in the exercise of good common sense, lead a reasonable, prudent, and discrete person to conclude that a student has illegal material on school property or on his/her **their** person, this is a reasonable suspicion, but there must be a fair and conscientious consideration of only the facts that are known.

Guidelines

General Search Procedures

Any building administrator, teacher, or other district employee, who reasonably suspects that a student has in his/her **their** possession on the school property, or sells or uses on the school property any illegal material, shall proceed as follows:

1. The matter or incident should be referred immediately to the building principal with an explanation of what facts led to the conclusions that the student possesses, uses or sells illegal

material.

2. The principal or his/her **their** designee shall then discuss with the student privately the facts as related to the principal and ask the student to consent to a search of his/her **their** person, **personal effects**, locker, and/or automobile.
3. Students who do not cooperate with the principal or his/her **their** designee, who has reasonable suspicion to search, shall immediately be subject to disciplinary action.
4. Any search conducted shall be reasonably related in scope to the circumstances which justified the search at its inception.
5. When a search is made of a student's person, **personal effects**, locker, and/or automobile, at least one other teacher or school official ~~should~~ **shall** be present in addition to the principal or his/her **their** designee. Except in emergency situations, reasonable steps should be taken to ensure the student is given an opportunity to be present during the search. [\[1\]](#)
6. If illegal material is found, it should be confiscated, marked in some identifying manner in the presence of the student, if possible, and that of at least one other teacher and/or administrator, and then held in a secure place.
7. The principal or his/her **their** designee shall be responsible for the safekeeping and proper disposal of any illegal material found.
8. The principal or his/her **their** designee shall be responsible for the prompt recording, in writing, of each search; such record shall include the reasons for the search, persons present, objects found, and the disposition of illegal materials found.
9. Confiscated illegal materials may be used against the student in school disciplinary proceedings. [\[1\]](#)
10. If illegal material is found, the appropriate law enforcement agency shall be contacted.
11. Illegal material shall be turned over to the appropriate law enforcement agency for further investigation and proceedings.

School officials may conduct periodic blanket searches of school property, without individualized suspicion of any particular student, where school officials are able to articulate evidence of a substantial problem threatening the welfare or safety of the school as a whole, and that blanket searches may help eliminate that problem.

Personal Searches

A student's person and/or personal effects (e.g. purse, bookbag, etc.) may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal materials.

Consistent with this policy, the Board authorizes district personnel to conduct a personal search at any time for the purpose of determining whether the student is in possession of illegal materials.

If a pat down search of student's person is conducted, it will be conducted privately by a school official of the same sex, and with an adult witness of the same sex present.

Locker Searches

All lockers are and shall remain the property of the district. Students shall have no expectations of privacy in their lockers.

In order to have use of a school locker, students shall be required to sign a waiver authorizing the principal or his/her **their** designee to search the interior of the student's locker.

Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as depository for illegal materials.

The Board authorizes district personnel to inspect as student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of illegal materials.

Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of the student's locker create an emergency, the principal or ~~his/her~~ **their** designee may open the locker as soon as is necessary to properly discharge ~~his/her~~ **their** duty to protect the persons and property within the school building.[1]

Other than as provided as to dog or blanket searches, all requests for the search of a student's locker coming from law enforcement personnel shall be directed to the building principal or ~~his/her~~ **their** designee, who shall open a student's locker on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.

Automobile Search

School parking lots are owned by the district and the district exercises exclusive control over its parking lots. Use of the parking ~~lots~~ is a privilege, not a right.

Students have no expectation of privacy regarding items placed in their vehicles in the parking lot.

The parking lot may be subject to routine patrols and inspections of the exterior of vehicles and visual inspection of those items within the vehicles which are in plain view and visible through the windows of the vehicle while on school property. Routine patrols may be conducted by district personnel or ~~drug~~ detecting dogs.

Interiors of vehicles may be searched whenever a school authority has reasonable suspicion to believe that illegal materials are contained therein.

Patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Use of ~~Drug-Detecting~~ Dogs for Searches

It shall be the policy of the district to permit district personnel to conduct blanket searches of the school property with professionally trained handlers and dogs for the purposes of detecting illegal materials.

Parents/Guardians and students are hereby notified of this policy through its inclusion in the Student Discipline & Records Policy Handbook. Once this notification has been given, the district has met its obligation to advertise the searches. Additional notice need not be given and actual times or dates of planned searches need not be released in advance.

District personnel shall authorize the search and have a designee on hand while the search is taking place.

All school property, including, but not limited to lockers, classrooms, storage areas, and parking lots, may be searched. Individual(s) will not be subjected to a search by dogs.

Use of Passive, Non-Invasive Breath Tests

At the discretion of the district, at certain non-compulsory district-sponsored or related events, including events conducted on or away from district property, all students may be subjected to a passive, non-invasive breath test as a condition of attendance.

Refusal to submit to a passive, non-invasive breath test will be considered to be a positive test and the student will be disciplined in accordance with Board policy.[8]

Legal

[1. 22 PA Code 12.14](#)

[2. 24 P.S. 510](#)



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|---------------------|-------------------------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Controlled Substances/Paraphernalia |
| Code | 227 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | July 25, 2022 |
| Last Reviewed | June 22, 2015 |
| Prior Revised Dates | 9/23/2019, 4/27/2020, 8/24/2020 |

Purpose

The Board finds that the possession, use, distribution or delivery of controlled substances by students while engaged in activities subject to control by the district is a matter of concern and injurious to the health, safety and welfare of students.

Through curriculum, the Multi-tiered Systems of Supports Team, community support and resources, strong and consistent administrative and faculty commitment, rehabilitative efforts and disciplinary procedures, the district will strive to educate, prevent, and intervene in the use and abuse of all controlled substances by students.

Definitions

Multi-Tiered Systems of Supports (MTSS) - a multidisciplinary team that includes teachers, administrators, nurse, and counselors. This team is trained to understand and work with adolescent **chemical-controlled substance** use, abuse, and dependency. The team's primary role is to identify, refer and intervene when student-chemical **controlled** substance use, abuse, possession, and/or distribution is suspected.

Controlled substance - controlled substances include, but are not limited to: alcohol, drugs, narcotics and/or other health endangering compounds such as anabolic steroids and other performance enhancing substances, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue, solvent-containing substances, look-alike drugs, any prescription or patent drug, any other mood-altering substance, and all regulated and controlled substances identified and prohibited by federal and state laws. [1][2][3][4]

Cooperative behavior - is the student's willingness to reasonably and helpfully work with staff and school personnel, and to comply with Multi-Tiered Systems of Supports Team requests and recommendations.

Distribution - to attempt to or to succeed in delivering, selling, passing, sharing, or giving to another person, or to assist in distributing any controlled substance as defined by this policy.

Drug paraphernalia - includes all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. Paraphernalia includes, but is not limited to: [2]

1. Isomerization devices used, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance.
2. Testing equipment used, intended for use or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substances.
3. Scales and balances used, intended for use or designed for use in weighing or measuring controlled substances.
4. Diluents and adulterants, such as quinine hydrochloride, mannite, dextrose, and lactose, used, intended for use, or designed for use in cutting controlled substances.
5. Separation gins and sifters used, intended for use, or designed for use in removing twigs and seeds from or in otherwise cleaning or refining marijuana.
6. Blenders, bowls, containers, spoons and mixing devices used, intended for use or designed for use, in compounding controlled substances.
7. Capsules, balloons, envelopes and other containers used, intended for use or designed for use, in packaging small quantities of controlled substances.
8. Containers and other objects used, intended for use or designed for use in storing or concealing controlled substances.
9. Hypodermic syringes, needles, and other objects used, intended for use or designed for use in injecting controlled substances into the human body.
10. Objects used, intended for use or designed for use in ingesting, inhaling or otherwise introducing alcohol, marijuana, cocaine, hashish, hashish oil or any other controlled substance into the human body, including, but not limited to:
 - a. Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls.
 - b. Water pipes.
 - c. Carburetion tubes and devices.
 - d. Smoking and carburetion masks.
 - e. Roach clips; meaning objects used to hold burning material such as a marijuana cigarette, that has become too small or too short to be held in the hand.
 - f. Miniature cocaine spoons and cocaine vials.
 - g. Chamber pipes.
 - h. Carburetor pipes.
 - i. Electric pipes.

- j. Air-driven pipes.
- k. Chillums.
- l. Bongs.
- m. Ice pipes or chillers.
- n. Vaporizers.
- o. E-cigarettes when used as a delivery device for controlled substances.

In determining whether an object is drug paraphernalia, school authorities shall consider, in addition to all other logically relevant factors; statements by an owner or by anyone in control of the object concerning its use; the proximity of the object, in time and space, to a direct violation of this policy; the proximity of the object to controlled substances; the existence of any residue or controlled substances on the object; direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object; to deliver it to persons whom ~~s/he~~ **they** knows, or should reasonably know; intend to use the object to facilitate a violation of this policy; the innocence of an owner or of anyone in control of the object, as to a direct violation of this policy, should not prevent a finding that the object is intended for use or designed for use as drug paraphernalia; instructions, oral or written, provided with the object concerning its use; descriptive materials accompanying the object which explain or depict its use; national and local advertising concerning its use; the manner in which the object is displayed for sale; whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products; direct or circumstantial evidence of the ratio of sales of the objects to the total sales of the business enterprise; the existence and scope of legitimate uses for the object in the community; and expert testimony concerning its use.

~~Immediate precursor - a substance which is designated as being a principal compound commonly used or produced primarily for use, and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled substance.~~[\[2\]](#)

Look-alike drugs - substances that are designed or intended to resemble (in appearance or odor) a controlled substance prohibited by this policy, or used in a manner likely to induce others to believe the material is a controlled substance.

Manufacture - the production, preparation, propagation, compounding, conversion or processing of a controlled substance, other drug or device or the packaging or repackaging of such substance or articles but does not include the activities of a practitioner who, as an incident to ~~his/her~~ **their** administration, or dispensing such substance or article in the course of ~~his/her~~ **their** professional practice, prepares, compounds, packages or labels such substance or article. The term manufacturer means a person who manufactures a controlled substance, other drug or device.[\[2\]](#)

Marijuana - consists of all forms, species and/or varieties of the genus Cannabis sativa L., whether growing or not; the seeds therefore; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin.[\[2\]](#)

Narcotic - means any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (i) opium, (ii) any opiate having an addiction-forming or addiction-sustaining capacity similar to morphine, but not including the isoquinoline alkaloids or opium, (iii) any compound, manufacture, salt, derivative or preparation of opium or any opiate, and (iv) any substance, compound, manufacture, salt derivative or preparation thereof, which is chemically identical with any of the substances referred to in (i), (ii) or (iii).[\[2\]](#)

Possession, active - to possess or hold without attempt to distribute any controlled substance.

Possession, constructive - a person's ability and intent to exercise control over, individually or with other persons, any controlled substance. Ability and intent to control a prohibited substance may be inferred from all the circumstances.

Prescription medication - consists of medication prescribed by a licensed physician and requiring administration during school hours in accordance with the procedures set forth in Board policy.[3][4]

Reasonable suspicion - is generally defined as a conclusion arrived at by a reasonable, prudent and conscientious mind, from facts at hand; it is not caused by such improper motives as a dislike for the student or malice, but only from the facts which are known. If they logically, rationally, and in the exercise of good common sense, lead a reasonable, prudent and discrete person to conclude that a student has illegal material on school property or on his/her **their** person, this is a reasonable suspicion, but there must be a fair and conscientious consideration of only the facts that are known.

~~Uncooperative behavior - is the student's resistance or refusal, either oral, physical or passive, to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit and flight are examples of uncooperative student behavior. Uncooperative behavior includes refusal to comply with Multi-Tiered Systems of Supports Team requests and recommendations.~~

Under the influence - shall include any consumption or ingestion of controlled substances by a student.

Authority

The Board prohibits any student from knowingly possessing, using, ~~transmitting, manufacturing, selling,~~ distributing or being under the influence of any controlled substance, which specifically includes drug paraphernalia, during travel to and from school; on school property; in school buses, vans or other vehicles used by, owned by, leased by or under the control of the district; while participating in a school activity/event held away from the school; while under the supervision of the district as part of cyber program or other virtual platform; or who conspires, aids, or abets **in** the use, abuse, active possession or constructive possession, **or distribution** of controlled substances.[5][6][7]

The following rules, regulations, and guidelines shall be used by all district personnel when situations involve students' unlawful possession, use, ~~transmission, manufacturing, sale, distributing~~ **distribution** and/or abuse of controlled substances or drug paraphernalia.

Appropriate disciplinary action will be taken by the Board as outlined in applicable Board policy.[8][9][10]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[11][12][13][14][15][16]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property, or during nonschool hours to the same extent as provided for in Board Policy 218.[8]

Delegation of Responsibility

The Superintendent or his/her designee shall **may** develop administrative guidelines/~~regulations~~ to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[17][18][19]
2. Disseminate to students, parents/guardians, and staff the Board policy and administrative guidelines/regulations governing student use of controlled substances.

Guidelines

Medication

The administration of all medication shall be in accordance with applicable Board policy.[3][4]

Responsibility

All personnel of the school district shall report to their immediate supervisor any student, employee, or other person who violates the Board's controlled substance ~~prohibition~~ **policies**.

The supervisors shall report such information to the Superintendent immediately and confirm the same in writing as soon as possible relating to the specific sequence of events in each case.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[16][18]

Search and Seizure

Appropriate searches **for** and seizures of ~~contraband~~ **controlled substances** on school premises shall be conducted in compliance with Board policy. Student searches must be justified at their inception by reasonable suspicion that policy or law has been violated or is being violated, and that evidence of the violation will be disclosed by the search. The search actually conducted must be reasonable related in scope to the circumstances which justified the search at its inception.[20]

Violation of Policy for Possession and/or Use

A student who violates this policy shall be subject to the ~~following disciplinary, rehabilitative and punitive actions~~ **consequences set forth herein and in other Board policy and administrative guidelines**. The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use **and/or possession** of controlled substances even if the same is not provided for specifically in any rule or regulation enumerated herein.[8][10]

An infraction occurs when a student ~~manufactures, uses, abuses,~~ possesses, actively or constructively, or is under the influence of controlled substances or drug paraphernalia during travel to and from school, on school property, in school buses, vans or other vehicles, used by or owned by, leased by, or under control of the district, or while participating in a school activity/event held away from school premises, or at any school-sponsored activity anywhere, while under the supervision of the district as part of a cyber program or other virtual platform, or who conspires, aides, or abets the use, ~~abuse,~~ **or** active possession or constructive possession of controlled substances.

First Offense –

1. The principal will be immediately notified of any **alleged** violation of this policy. The principal shall initiate appropriate disciplinary action in accordance with the district's policies.[8][10]
2. The principal or designee will meet with the student to ascertain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s)/guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.[16][21][22]
4. The student may be sent home or removed from the school to receive medical attention, if required. When parent(s)/guardian(s) cannot be reached, the principal or ~~other school authority~~ or **designee** will decide to obtain medical treatment for the student or to temporarily isolate the student.
5. The principal **or designee** will notify the appropriate legal authorities for investigation and disposition, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16]

6. ~~The principal or designee will schedule a hearing in accordance with Board policy.[10]~~
7. **6.** Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) **school** days.

Second Offense –

1. Any person who violates this policy a second time commits a second offense. All requirements, procedures, due process, and penalties that govern a first offense under this policy will apply under the second offense. In addition, the following disciplinary action and requirements apply:
 - a. ~~The student will obtain a drug and alcohol assessment and will comply with all assessment recommendations as a condition for readmission to school after the suspension or required rehabilitation. Any student who receives a second offense and who refuses to obtain a drug and alcohol assessment, or who obtains the assessment and does not comply with the assessment recommendations, will~~ **may** be recommended for expulsion. Expulsion is exclusion from school by the Board for a period that exceeds ten (10) school days and may be permanent.[10]

Additional Requirements –

Any student who violates this policy (regardless of the number of offenses) will:

1. ~~Be assessed by a licensed drug and alcohol designated facility, or similar type alternative program approved by the administration, and comply with any recommendations from the evaluation and any recommendations that follow, until the date of discharge from the provider, not to exceed one (1) calendar year. If the recommendations are not followed, the student will be recommended for expulsion. Further, the student must successfully complete the assessment within seven (7) days of the informal hearing, by a drug and alcohol facility, or district approved program.[10]~~
2. Parent(s)/Guardian(s) may select similar type alternative programs for students to attend as specified in paragraph (1) above. However, parent(s)/guardian(s) must have the principal's written approval prior to any student's participation in an alternative program. Prior to receiving the principal's written approval for a student to attend an alternative program, parent(s)/guardian(s) must give written consent to the principal or designee to obtain all complete records when the student attends an alternative program. The district will not pay any expense incurred by the student or parent(s)/guardian(s) when the student participates in an alternative program. **Be referred to the appropriate agency for counseling and treatment.**
3. While a student is suspended out-of-school and attending the alternate education program, s/he **they** shall not participate in or attend as a spectator any school-sponsored activity. School-related and/or school-sponsored activities include, but are not limited to, clubs, musical groups, publications, athletics, and other activities such as National Honor Society, Student Council, and **school or** class activities (**including but not limited to** spirit week, Homecoming, class trips, fundraisers, dances, proms, **and or** commencement).[10]
4. Eligibility for participation in school extracurricular activities (including athletics, clubs, and organizations) shall be further limited in accordance with the Extracurricular Code of Conduct.[23]
5. ~~If the student refuses to participate in or does not successfully complete the programs mentioned herein, as scheduled by the district, the student will be recommended for expulsion.[10]~~

Violation for Distribution

A student who violates this policy **for distribution** shall be subject to the following disciplinary, rehabilitative, and punitive actions **consequences**. The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use and distribution of controlled substances even if the same is not provided for specifically in any rule or regulation enumerated herein. An

infraction occurs when a student attempts to or succeeds in ~~delivering, distributing, or transmitting~~ **distributing** controlled substances or possesses **controlled substances** with the intent to distribute, ~~deliver or transmit~~. [8][10]

First Offense –

1. The principal will be immediately notified of any **alleged** violation of this policy. The principal shall initiate appropriate disciplinary action in accordance with the district's policies. [8][10]
2. The principal or designee will meet with the student who will explain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s)/guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation. [16][21][22]
4. The principal will notify the appropriate legal authorities for appropriate investigation and disposition, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [16]
5. ~~The principal or designee will schedule a hearing in accordance with Board policy. [10]~~
6. **5.** Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) **school** days, and a Board hearing shall be held with administration recommendation for ~~exclusion~~ **expulsion** of the student from school for period to be determined by the Board. [10]
7. **6.** ~~Refer to~~ The student **will be referred** to an appropriate agency for counseling and treatment.
8. **7.** While a student is suspended out-of-school and attending the alternate education program, s/he **they** shall not participate in or attend as a spectator any school-sponsored activity. School-related and/or school-sponsored activities include, but are not limited to, clubs, musical groups, publications, athletics, and other activities such as National Honor Society, Student Council, and **school or** class activities (**including but not limited to** spirit week, Homecoming, class trips, fundraisers, dances, proms, and commencement). [10]
9. **8.** Eligibility for participation in school extracurricular activities (including athletics, clubs, and organizations) shall be further limited in accordance with the Extracurricular Code of Conduct. [23]

Anabolic Steroids

In addition to the consequences in this policy, anabolic steroid use bears additional consequences in regard to extracurricular participation.

The Board prohibits the use of anabolic steroids, except for valid medical purposes, by any student involved in school-related athletics or extracurricular activities. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law. [24]

Education regarding the dangers of anabolic steroids shall be provided in other district controlled substance (drug and alcohol) programs. [25]

The following minimum penalties are prescribed for any student found in violation of the anabolic steroid regulations required above, in addition to the consequences outlined in this policy. Violation of those rules and regulations include: [26]

1. First Offense – the student shall be suspended from school athletics and extracurricular activities for the remainder of the season.

2. Second Offense – the student shall be suspended from school athletics and extracurricular activities for the remainder of the season and the following season.
3. Third Offense – the student shall be permanently suspended from school athletics and extracurricular activities.

No student shall be eligible to resume participation in school athletics or extracurricular activities unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing, or other programs, beyond those already detailed herein, as a condition of reinstatement into a school athletic or extracurricular activities program.[\[26\]](#)

Student Seeking Help

Any student who is self-referred, or who is voluntarily referred by anyone else and who seeks help with a controlled substance use/abuse and/or dependency, and who is not under the immediate influence of a controlled substance is not subject to the provisions of this policy as outlined for first offenses ~~violations~~.

School personnel to whom a student reports, and from whom ~~s/he~~ **they** seeks help ~~may consult with the student, or~~ may refer the student to a faculty member designated by the principal (e.g., counselor, Intervention Specialist, Multi-Tiered Systems of Supports Team, nurse, etc.).

~~If help is required, the designated faculty member may advise and assist the student in seeking appropriate psychological, medical, or other types of help.~~

~~If medical treatment appears necessary, the parent(s)/guardian(s) shall be notified.~~

~~Follow-up by the Intervention Specialist or MTSS case manager with the student and the referral agency shall be imperative.~~

Multi-Tiered Systems of Supports Team

Referral Phase –

Referrals may come from a multitude of sources. Staff, students, parents/guardians, etc., may inform the Multi-Tiered Systems of Supports Team of any suspicions, issues, behaviors, or concerns that appear to be ~~drug/alcohol~~ **controlled substance** or mental health related. Community concerns also will be noted and these will be investigated if they seem appropriate.

Assessment Phase –

Once a referral has been received and considered, appropriate members of the team will be assigned to start the tracking by collecting data from attendance, discipline, counselors, and the nurse. These records will be reviewed by the whole team and a decision made to get further information from the appropriate teachers or to make an alternate assignment immediately. All data collected from teachers on observable behavior, academic performance, and physical appearance will be confidential. If the data strongly suggests ~~D/A or M/H~~ **controlled substance or mental health** concerns, the team may have the Intervention Specialist complete a screening. Once fully satisfied that the student's profile reflects ~~D/A or M/H~~ **a controlled substance or mental health** concerns an intervention will be planned.

Intervention Phase –

During this phase the Intervention Specialist will be actively involved in determining the appropriate modality of treatment and proper placement (in-patient or out-patient).

This may require meetings with the student, or student and parent/guardian where information that has been gathered is discussed and options are explored.

Suspected Visitors

Visitors suspected of using, possessing, transmitting, manufacturing, selling, transporting, or distributing **or being under the influence of** controlled substances or of encouraging or promoting such activity while on school property or during the course of school-sponsored activities shall be reported to the building principal, who shall report the visitors to local law enforcement officials, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16][27][28]

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Use of Breathalyzer **Passive, Non-Invasive breath tests**

At the discretion of the district, at certain non-compulsory district-sponsored or related events, including events conducted on or away from district property, ~~All students, whether during the school day, prior to or during an extracurricular, interscholastic, or other school-related or school-sponsored function, whether conducted on or away from school property,~~ may be **subjected to a passive, non-invasive breath test as a condition of attendance.** ~~required to submit to a Breathalyzer as a condition of participation in the extracurricular, interscholastic, or other school-related or school-sponsored function.~~

~~It is not the intent of the policy to randomly test students. It is the intent of the Breathalyzer procedure to serve as a deterrent to students attending district functions after consuming alcohol.~~

Refusal to submit to a Breathalyzer **passive, non-invasive breath test** procedure will be considered to be a positive test and the student will be disciplined in accordance with Board policy.[8]

Legal

[1. 21 U.S.C. 812](#)

[2. 35 P.S. 780-102](#)

3. Pol. 210

4. Pol. 210.1

[5. 22 PA Code 12.3](#)

[6. 24 P.S. 510](#)

[7. 24 P.S. 511](#)

8. Pol. 218

9. Pol. 227

10. Pol. 233

[11. 20 U.S.C. 1400 et seq](#)

[12. 22 PA Code 10.23](#)

13. Pol. 103.1

14. Pol. 113.1

15. Pol. 113.2

16. Pol. 805.1

[17. 24 P.S. 1302.1-A](#)

[18. 24 P.S. 1303-A](#)

[19. 42 Pa. C.S.A. 8337](#)

20. Pol. 226

[21. 22 PA Code 10.2](#)

[22. 22 PA Code 10.25](#)

23. Pol. 122AG2

[24. 35 P.S. 807.1](#)

[25. 35 P.S. 807.2](#)

[26. 35 P.S. 807.3](#)

27. Pol. 904

28. Pol. 907

[35 P.S. 780-101 et seq](#)

[35 P.S. 807.1 et seq](#)

[22 PA Code 10.21](#)

[22 PA Code 10.22](#)

[22 PA Code 403.1](#)

[20 U.S.C. 7114](#)

[20 U.S.C. 7118](#)

[21 U.S.C. 801 et seq](#)

[34 CFR Part 300](#)

Pol. 000

Pol. 122

Pol. 236

Pol. 805



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|---------------|--------------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Suspension and Expulsion |
| Code | 233 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | July 27, 2020 |
| Last Reviewed | June 22, 2015 |

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.[\[2\]](#)[\[6\]](#)[\[7\]](#)

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.[\[2\]](#)[\[7\]](#)

No student may be suspended without notice of the reasons for which ~~s/he~~ **the student** is suspended and an opportunity to be heard on ~~his/her~~ **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.[\[2\]](#)

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 **within the first five (5) days of the suspension**.[\[2\]](#)[\[6\]](#)

Informal hearings under this provision shall be conducted by the building principal or ~~his/her~~ designee.

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

1. The student and parent/guardian shall be given written notice of the reasons for the suspension. [6]
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses.
5. The school 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 ~~s/he~~ **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. [3]

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. [3][6]

The district shall provide for the student's education during the period of in-school suspension. [3]

~~The Superintendent or his/her designee shall develop administrative guidelines pertaining to in-school suspension and Saturday School.~~

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, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing. [2][6][7]

~~A building principal may request that the Superintendent authorize the expulsion of a student.~~

~~The Superintendent shall recommend to the Board expulsion of the student, and shall support his/her recommendation with a comprehensive written report. The Superintendent shall also provide the Board with documentation that the student and his/her parents/guardians have received proper notification of the hearing and the student's rights.~~

Expulsion Hearings

A formal hearing shall be required in all expulsion actions. [2][6][7][8]

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

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. 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 ~~s/he~~ **the student** demonstrates good cause for an extension.

3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. 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.
9. 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:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking ~~his/her~~ **their** rights under the Individuals with Disabilities Education Act (IDEA).
 - c. 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.
10. 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.[\[2\]](#)[\[10\]](#)

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, subject to certain limitations.

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 ~~his/her~~ **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 ~~seventeen (17)~~ **eighteen (18)** years of age are still subject to compulsory school attendance even though expelled and shall be provided an education. ~~Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18); at that time, students under eighteen (18) years of age shall be subject to compulsory school attendance, and even though expelled, shall be provided an education.~~[\[2\]](#)[\[10\]](#)[\[11\]](#)

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]

Alternative School

Assignment to ~~an~~ the ~~A~~ alternative ~~S~~ school or other alternative education program shall be in accordance with Board policy.[14]

Delegation of Responsibility

The Superintendent or his/her designee shall **may** develop administrative guidelines to implement this policy which include:

1. Publication of a Code of Student Conduct/Disciplinary Action Schedule, in accordance with Board policy on student discipline.[15]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[16]
4. 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.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.
6. Procedures for lesser levels of discipline including after-school detention, **Saturday School and in-school suspension.**

Legal

- [1. 20 U.S.C. 1400 et seq](#)
- [2. 22 PA Code 12.6](#)
- [3. 22 PA Code 12.7](#)
- [4. 22 PA Code 14.143](#)
- [5. 34 CFR Part 300](#)
- [6. 22 PA Code 12.8](#)
- [7. 24 P.S. 1318](#)
- [8. 2 Pa. C.S.A. 101 et seq](#)
- [9. 2 Pa. C.S.A. 101](#)
10. Pol. 204
- [11. 24 P.S. 1326](#)
12. Pol. 113

13. Pol. 113.1

14. Pol. 132

15. Pol. 218

16. Pol. 216

[22 PA Code 12.3](#)

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|---------------------|--------------------------|
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After-School Detention

The administration or any teacher may, if necessary, detain a student for disciplinary reasons after school hours. Detention on one (1) day is to be for a maximum of sixty (60) minutes.

The following should be observed when detaining students:

1. Students are to be given twenty-four (24) hours' notice so that they can inform their parents/guardians of the detention and arrange for transportation after the detention.
2. If a teacher feels that sixty (60) minutes is not sufficient, then another day of detention can be assigned to the student.
3. Students are never to be left alone during their detention. They must always be supervised by the detaining teacher.
4. Occasionally, a student **may** requests to be excused from his/her **their** detention for ~~that particular~~ **the assigned** day. This decision shall be made by the teacher who assigned the detention. Sometimes, due to family situations and emergencies, it is best that the student's request be honored. However, it is suggested that the teacher call the student's parents/guardians, if in doubt.

Saturday School

The administration may assign a student to Saturday School in order to minimize the amount of out of classroom time during an in-school suspension. Saturday School is considered by the district to be a form of in-school suspension.

Saturday School shall be conducted in accordance with the following guidelines:

1. Doors for Saturday School will open at 8:15 a.m. and will close at 8:30 a.m. Students are expected to report on time. It is the student's responsibility to have all necessary materials to complete any work.
2. A Saturday School absence will only be excused with a physician's note. In addition, the student must make up the missed day on the following scheduled Saturday.
3. Students who cut Saturday School for the first time will make up the day the following scheduled Saturday School, and will receive one (1) day external suspension in accordance with the Board's policy **and administrative guidelines** on student discipline; additional offenses will be handled

in accordance with Board policy, **administrative guidelines** and the Discipline & Records Policy Handbook.

4. Students who are assigned to Saturday School will not participate in nor attend any extracurricular activities on the day assigned.
5. Students who cut Saturday School will be ineligible to participate in extracurricular activities until the original assigned Saturday School is served.
6. Students must remain quiet and constructively occupied with work throughout the entire morning (8:30-11:30). Suggestions for work include school assignments, other work, silent reading or assigned reflective writing.
7. Students are not permitted to bring food, candy, or drink to Saturday School. Students are not permitted to display or use electronic devices in Saturday School.
8. While in Saturday School, students will be given two (2) warnings prior to being sent to the Saturday School Administrator.
9. Sleeping or misbehaving will not be tolerated. Students who fail to follow the Saturday School rules will be charged with a Level II offense.
10. If Saturday School is cancelled due to inclement weather, a banner will be posted on the district website and there will be a voice message at 484-266-1000.

The proctor in charge of each Saturday School classroom shall:

1. Input ~~his/her~~ **their** name as the proctor on duty for said day on the Shared File **or Google Doc**.
2. Arrive to duty by 8:10 a.m. on the assigned day.
3. Check the classroom for any abnormalities before the students arrive and immediately report them to the Saturday School Administrator.
4. Take attendance and document information in the Shared File **or Google Doc** for Saturday School.
5. Review the rules of Saturday School at 8:30 a.m. with students in attendance.
6. Account for students at all times.
7. Monitor the classroom and make sure the students are not eating, sleeping, using an electronic device and/or talking during Saturday School.
8. Check classroom for any abnormalities before the students are dismissed and report them to the Saturday School Administrator.
9. Document completion/concerns of Saturday School in the Shared File **or Google Doc**.
10. Secure classroom upon exiting.

In-School Suspension

In order to maintain greater control and provide more guidance for students whose disruptive behaviors force their temporary removal from the regular classroom, in-school suspension shall be conducted in the elementary and secondary schools in conformance with the following guidelines:

1. Students will be assigned to in-school suspension by school administrators.
2. The administration will inform staff members of the names of those students assigned to in-school suspension. This will include notifying the student's counselor and the school social caseworker.
3. The administration will notify the parents/guardians in writing that a student has been assigned to in-school suspension, giving the reasons for such assignment; a conference may be held prior to the student's re-admittance to regular classes.
4. Each student assigned to the in-school suspension room will report with textbooks and assignments.
5. Credit may be given for all assigned classwork completed during the period of suspension. This material is to be turned in the first day the student returns to regular class. Students may also make up any test or quiz given during ~~his/her~~ **their** suspension. Evaluation of classwork and test/quiz shall be done by classroom teachers.
6. **The school social worker will make a home contact with the parents/guardians of each student suspended for a second time.**
7. The in-school suspension teacher shall arrange appointments with guidance counselors, social workers, psychologist, or other appropriate persons for all students suspended a third time. **The administration will request, in writing, a conference with the parents/guardians of those students suspended for the third time.**

- ~~8. The school social worker will make a home contact with the parents/guardians of each student suspended for a second time.~~
- ~~9. The administration will request, in writing, a conference with the parents/guardians of those students suspended for the third time.~~
10. Students will not be readmitted to class until their assignment to the in-school suspension room has been fulfilled.
11. Students may not attend or participate in extracurricular activities while under in-school suspension.

The teacher in charge of the in-school suspension room at each school shall:

1. Supervise the students assigned to the room and have the task of accounting for all such students under ~~his/her~~ **their** charge.
2. Maintain daily records of students assigned and written reasons for being assigned, and be responsible for seeing that these assignments are completed.
3. Assist students in proper completion of classroom assignments and/or learning packets.
4. Make referrals to the counselors and caseworkers regarding students who need special help.
5. Compile a summary disciplinary report at the end of each report period and forward it to the office of the Assistant Superintendent. In the event that the in-school suspension teacher is not a permanently assigned position, the administration will be responsible for all reports.
6. Be in daily contact with the administrator delegated by the building principal to be responsible for the coordination of the program.

When no students are assigned to in-school suspension, the teacher will perform duties as assigned by the administrator responsible for in-school suspension.



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|---------------------|----------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Hazing |
| Code | 247 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | September 27, 2021 |
| Prior Revised Dates | 3/25/2019, 5/26/2021 |

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: [\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and: [\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or

2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing or aggravated hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether: [5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer, or district employee shall engage in, condone or ignore any form of hazing.

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

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and **discriminatory Title IX sexual harassment** shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination or **discriminatory Title IX sexual harassment** are identified, the Compliance Officer and Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[13][14]

The Superintendent or designee may establish administrative guidelines necessary to implement this policy.

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program. [4]

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct. [7]

Complaint Procedure

A student who believes that they have been subject to hazing, is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form (247AG1), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard. [15]

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [16][17][18]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[16\]](#)[\[17\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[16\]](#)[\[22\]](#)[\[23\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[17\]](#)[\[22\]](#)

Confidentiality

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

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action, up to and including expulsion.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[15\]](#)

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[15\]](#)[\[24\]](#)[\[25\]](#)

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[26\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.^[4]

Legal

[1. 18 Pa. C.S.A. 2802](#)

[2. 18 Pa. C.S.A. 2803](#)

[3. 18 Pa. C.S.A. 2804](#)

[4. 18 Pa. C.S.A. 2808](#)

[5. 18 Pa. C.S.A. 2806](#)

[6. 18 Pa. C.S.A. 2801](#)

[7. 24 P.S. 511](#)

[8. 18 Pa. C.S.A. 2301](#)

9. Pol. 122

10. Pol. 123

11. Pol. 103

12. Pol. 103.1

[13. 24 P.S. 1302-E](#)

14. Pol. 236.1

[15. 18 Pa. C.S.A. 2810](#)

[16. 22 PA Code 10.2](#)

[17. 24 P.S. 1303-A](#)

[18. 35 P.S. 780-102](#)

[19. 22 PA Code 10.21](#)

[20. 22 PA Code 10.22](#)

[21. 24 P.S. 1302.1-A](#)

22. Pol. 805.1

[23. 22 PA Code 10.25](#)

24. Pol. 218

25. Pol. 233

26. Pol. 317

[22 PA Code 10.23](#)

[18 Pa. C.S.A. 2801 et seq](#)

Pol. 113.1

Pol. 916



| | |
|---------------------|------------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Bullying/Cyberbullying |
| Code | 249 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | September 27, 2021 |
| Prior Revised Dates | 3/25/2019, 5/26/2021 |

Purpose

The district recognizes that bullying and intimidation have a negative effect on the learning environment. Students who are intimidated and fearful cannot give their education the single-minded attention needed for success. Bullying can also lead to more serious violence. Every student has a right to an education and to be safe in and around school.

Definitions

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school. [\[1\]](#)

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

The Board prohibits all forms of bullying by district students. [\[1\]](#)

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

Students are encouraged to use the district's report form (249AG1), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

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

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

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[\[4\]](#)[\[5\]](#)

Confidentiality

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

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action up to and including expulsion.[\[6\]](#)

Delegation of Responsibility

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

The Superintendent or designee may develop administrative guidelines to implement this policy.

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

District administration shall annually provide the information required by law on the Safe School Report, or the current required documentation.[\[1\]](#)

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[7\]](#)[\[8\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website. It shall be reviewed with students at least once every school year.[\[1\]](#)

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Consequences for Violations

Students found to have **violated this policy** ~~bullied others~~ shall be subject to the **appropriate** consequences set forth in applicable Board policy, consistent with the Code of Student Conduct/Disciplinary Action Schedule. Students may also be subject to counseling. [1][6][8]

Depending on the severity of the incident, the principal or ~~his/her~~ designee may also take appropriate steps to ensure student safety. These may include, but are not limited to: implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement, if appropriate, in the principal's or designee's sole discretion; and developing a supervision plan with parents/guardians.

Legal

[1. 24 P.S. 1303.1-A](#)

[2. 24 P.S. 1302-E](#)

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

6. Pol. 233

[7. 22 PA Code 12.3](#)

8. Pol. 218

[9. 20 U.S.C. 7118](#)

[10. 24 P.S. 1302-A](#)

11. Pol. 236

Pol. 000

Pol. 113.1



| | |
|---------------|---------------------------------------|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Student Transportation, First Reading |
| Code | 810 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | October 23, 2017 |
| Last Reviewed | June 22, 2015 |

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.

The Board shall provide transportation for home education students as required by law.

The Board shall contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

A school bus driver shall not be employed until ~~s/he has~~ **they have** complied with the mandatory background check requirements for criminal history and child abuse and the district and/or contractor has evaluated the results of that screening process. [\[6\]](#)[\[7\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than **five (5)** minutes in any continuous 60-minute period while parked, loading or unloading, except as allowed by law. [\[8\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide 15 or more parking spaces for such diesel-powered motor vehicles. [\[23\]](#)

Delegation of Responsibility

The Superintendent or ~~his/her~~ designee shall be responsible to:

1. Establish administrative ~~regulations~~ **guidelines** that specify the number of chaperones to accompany students in connection with school-related activities and field trips. [\[5\]](#)[\[9\]](#)
2. Prepare a district map or schedule indicating each bus stop and bus route. [\[5\]](#)
3. Maintain records and make required reports regarding school transportation. [\[3\]](#)[\[5\]](#)
4. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district. [\[5\]](#)[\[10\]](#)
5. **As necessary, promulgate administrative guidelines to implement this policy.**

Reports of Employee Crimes/Child Abuse

~~District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:~~

- ~~1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.~~
- ~~2. Were charged with a crime deemed serious under the criteria established by law. [\[6\]](#)~~
- ~~3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.~~

~~This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers. [\[11\]](#)~~

~~The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination. [\[12\]](#)~~

~~If any bus driver has been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.~~

Guidelines

For purposes of this policy, the term "bus" shall include, but not be limited to, all district buses, vehicles or other conveyances.

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy. [31][32][33]

The following guidelines are established for providing transportation to all students residing in the district:

GENERAL CONDITIONS

Eligibility for Transportation

Transportation is not provided to elementary students who live within one (1) mile or secondary students who live within {1 1/2 miles for secondary students} of their school unless the route has been identified as hazardous by the Pennsylvania Department of Transportation (PENNDOT). [2][13]

In the event of redistricting, transportation is the responsibility of the parent/guardian for students who are given the option to remain at their original school and elect to do so. If parents/guardians provide transportation to an existing stop for the original school and there is space available on the bus, students are may be permitted to ride that bus.

If students are placed by the administration district at a school other than their home school of residence for reasons other than special education services, parents/guardians will be responsible to provide transportation.

General Guidelines

Parents/Guardians must realize that bus stop assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system.

Determination of The location of bus stops on a particular vehicle's route will be determined solely by the district pursuant to these guidelines, and to maximize route efficiency.

Parents/Guardians are responsible for the safety of their child(ren) prior to boarding the bus and from the time after the child is discharged from the bus.

The district will comply with state and federal laws related to sexual offenders in regard to bus stop location.

The district cannot consider factors that are associated with individual family or parental situations in determining bus stop location. Such concerns are expected to be resolved by the family or parent/guardian, not the district. Examples of concerns expected to be resolved by parent/guardian include but are not limited to:

1. Parent/Guardian not being able to see child student walking to bus stop and/or waiting at bus stop.
2. Neighborhood feuds or conflicts with nearby residents.
3. Change in parent's/guardian's work schedule.
4. Parent/Guardian not able to walk to bus stop with child because of other obligations.

Large or Dangerous Objects

Pennsylvania Department of Transportation regulations mandate that The interior of a school bus must be free of objects which could cause injury. Objects must be secured and the aisles and emergency exits cannot be blocked. The following must be adhered to at all times:

1. No items can may be placed in the driver's compartment, doorway, or aisle. These areas must be kept clear to exit in case of emergencies.
2. Animals are not permitted on the bus except as otherwise required by law. [14]

3. Large musical instruments or school projects are not permitted on the bus unless they can be held on the student's lap.
4. Items may not be placed under seats, ~~as they can become projectiles upon impact.~~
5. Objects that endanger other students are strictly prohibited. Such objects include, but are not limited to, glass objects, large metal objects, and certain sports equipment that is large and cumbersome, including but not limited to skis, skateboards, or ice skates, unless the ice skates are in an enclosed bag.

Bus Routing/Stops

~~Consistent with Board policy, e~~ Elementary students may be asked to walk up to one (1) mile to a bus stop, and secondary students may be asked to walk up to, 1 1/2 miles to a bus stop, unless the walking route has been identified as hazardous by the Pennsylvania Department of Transportation (PENNDOT) PennDOT, in which case those regulations shall apply, or if the bus stop location does not otherwise meet state standards. [13][15]

Bus stops will not normally be scheduled more than four (4) bus stops per mile, except where dictated by conditions such as a lack of visibility, lack of berm, speed limits, etc or other relevant conditions.

Bus stops will not normally be established for less than the following number of students: elementary-six (6); middle-eight (8); and high school-ten (10).

Bus stops may be adjusted if the number of students at a bus stop results in congestion that excessively interferes with the normal flow of roadway traffic, or if the bus stop waiting area is not large enough to accommodate the number of students assigned to the stop. ~~A reasonable effort should be made by parents/guardians to not block traffic while waiting at a bus stop on foot or in a vehicle.~~

~~For any student who is authorized to use the district transportation but does not use it on a regular basis (within a 2 week period) during the school year, the student's bus assignment will be dropped from the transportation roster unless the Transportation Office is notified by the parent/guardian that bus service is required. If the bus assignment and service is not reinstated during the school year, the student will not receive a bus assignment for the following year unless the Transportation Office is notified by the parent/guardian on or before August 1st of the school year that the bus assignment is necessary. During the school year, a bus assignment for transportation may be re-established upon the Transportation Office being requested to do so. Reinstating transportation service during the school year could take up to 5 school days.~~

~~If consistent with route efficiency, an effort will be made to schedule routes so that the first pick-up stops in the A.M. shall be the first drop-off stops in the P.M.~~

No transported students will cross Routes 3, 30, 100, 202, 322, or 352 or 926 on foot.

For any student who is authorized to use the district transportation but does not use it on a regular basis (within a two (2) week period) during the school year, the student's bus assignment will be dropped from the transportation roster unless the district's Transportation Office is notified by the parent/guardian that bus service is required. During the school year, a bus assignment for transportation may be re-established upon written request to the district's Transportation Office. Reinstating transportation service during the school year may take up to five (5) school days.

Buses will not travel into developments under construction, or if built in phases into any phase thereof, prior to complete build-out of the phase if applicable, unless the following criteria are met:

1. The A stop outside of the development does not meet the criteria elsewhere in the guidelines Board policy or administrative guideline or other law.
2. The bus carrier agrees to travel on the thoroughfare.

3. The parents/guardians requesting the exception provide an agreement in a form acceptable to the district in which the building contractor/developer, residents, and home owners association agree to indemnify and hold harmless the district and its bus contractor carrier.

In general, all bus stops will remain unchanged year to year unless it is determined that a bus stop does not meet the criteria of this policy or if bus route efficiency can be improved.

Bus stops, including those in developments, will be at intersections unless another location is required in order to comply with law, regulation, Board policies, administrative guidelines, or routing efficiency. allowed according to procedures in other sections of this policy.

The number of students assigned to load a bus will not exceed the official capacity of the bus.

Total time for students from home to school or school to home will be limited as much as possible to no more than one (1) hour within the district boundaries. For students attending schools outside of the district, the riding time limit is may extended past the one (1) hour limit according to the driving time needed to get to/from schools outside the district boundaries.

Buses shall generally avoid entering cul-de-sacs, private roadways, or one-entrance way developments unless the district deems it necessary in accordance with these guidelines, and if buses can navigate such developments in accordance with state or federal law or regulation concerning transportation practices.

All buses entering a development will, whenever possible, follow the same route. Stops for different schools will be at different points along the route of travel of buses.

If a loop run is scheduled in a development, all loop runs will follow the same route. Bus stop sizes will be maintained.

Mixed buses (elementary, middle, and high school secondary combined) will follow the guidelines applicable for the youngest students. age group when entering a development.

Nonpublic Students and Charter School Students

Transportation shall be provided to and from school for the regular school program for all resident students attending nonprofit, nonpublic schools as required by law. [1] Parents/guardians of nonprofit, nonpublic school students seeking transportation shall notify the district's Transportation Office on or before July 1st if their student requires bus transportation by the district.

District busing will be provided to the nonpublic schools for the same number of days as the district public school. District buses will pick up nonpublic school students for early dismissals the same number of times as district public school students have early dismissals.

District busing will be provided to the charter schools in accordance with state law. [16]

Any student transported outside district boundaries will not normally have a bus ride within the district of more than 1 hour.

Transfer points will be used for buses picking up students from a geographic area for multiple schools.

Transfer points are not bus stops. Parents/Guardians are not permitted to use a transfer point as a pick up or drop off location for their student child(ren).

District buses will pick up nonpublic school students for early dismissals the same number of times as district public school students have early dismissals.

Bus Discipline

Bus Discipline shall be in accordance with is a school responsibility pursuant to Board policy and administrative guidelines. [10]

RIDING BUSES OTHER THAN AS ASSIGNED (DAILY EXCEPTIONS)

Changes in bus assignment will be permitted only for urgent reasons. The decision to permit district students to ride a bus other than the one to which they are regularly assigned shall be made by the building principal or designee and district Transportation Manager. Such requests shall be required in writing from a parent/guardian and countersigned by the approving administrator for presentation to the driver.

In no case shall a bus be permitted to operate with a load that is above its rated capacity.

~~Changes in bus assignment should be permitted only for urgent reasons such as:~~

- ~~1. Medical services;~~
- ~~2. Tutoring (as approved by the school);~~
- ~~3. Home emergencies;~~

Students not residing in the district may not ride private or public school district buses unless special permission has been granted by the district's Transportation Manager ~~Director of Business Affairs~~.

TRANSPORTATION OF STUDENTS WITH DISABILITIES DISABILTIES

Parents/Guardians requesting special transportation services for their child(ren) student based on the child(ren)'s student's disability shall be evaluated by the district as required by state and federal laws and regulations. [24][19][18][20][21][22]

If the district's Transportation Office receives a request from a parent/guardian to make a change from a current busing arrangement based on a disability, the district's Transportation Office will direct the parent/guardian to the Director of Pupil Services ~~Department~~.

The Pupil Services Department will send the proper paperwork to the parent/guardian and alert the public school building principal of the parent/guardian request. Parents/Guardians of nonpublic school students will receive the same information and be assigned to a public school depending on the attendance area in which the student resides.

~~Within 60 calendar days of the building principal's receipt of the Parent Request Form, the district will complete the evaluation and notify the parents/guardians as outlined in the 504 Request Cover Letter.~~

~~If a Section 504 or IEP team needs to meet, the Transportation Manager or a designee from the Transportation Office will attend the meeting.~~

The district's Transportation Office will implement special transportation arrangements within five (5) days after receiving an initial or updated a Section 504 Service Agreement or IEP specifying such arrangements from the Pupil Services Department or the building principal.

OTHER TRANSPORTATION EXCEPTIONS

The granting of special transportation services is based only on the disability or physical handicap of the child student transported as required by state and federal laws and regulations. [24][19][18][20][21][22]

The school district shall not grant special transportation services to accommodate the disabilities or other circumstances concerning caregivers, siblings, or other individuals excluded from the legal requirements of special transportation services. The transportation services include, but are not limited to, changing bus stop locations and changing walking distances.

DISAGREEMENT OVER ASSIGNED STOP/ROUTE

Requests for changes/additions of bus stops or routes shall be directed to the district's Transportation Manager in writing. Such requests may come from a parent/guardian or concerned member of the community.

~~Building principals, on behalf of the parents/guardians, may request a change or addition of a stop or route by contacting the Transportation Manager directly.~~

A decision to grant a change/addition to bus stops or routes shall be through consensus of the Transportation Manager representing the district and the independent bus contractor, in accordance with these guidelines Board policy and administrative guidelines, law and regulations, relevant contracts, and routing efficiency. The final decision rests with the district Transportation Manager and will be provided in writing by the Transportation Manager.

~~As a remedy to a parent/guardian disagreement over an assigned bus stop/route, o~~ On a limited basis, the Transportation Manager may approve a permanent change in the student's assigned stop to another existing bus stop if there is sufficient bus capacity and available space at the alternate bus stop location. The alternative bus stop location must already exist in for the current school year.

~~Notification of any changes shall be made to the following concerned parties: Transportation Manager, independent bus contractor's representative, building principal, bus driver, and parents/guardians.~~

A request for reconsideration of the Transportation Manager's final decision may be made in writing to the Board's transportation liaison or designee(s) for reviewing transportation requests. The Board transportation liaison or designee shall always work through the district's Transportation Office in making his/her their decision and shall not make decisions with parents/guardians without the knowledge of the district Transportation Office. At the request of the Board's transportation liaison or designee, other Board members may provide input to the designee(s) after completing a direct observation of the bus stop, walking route or other area relating to the requested change. The Board hereby authorizes and empowers the transportation liaison or designee(s) with the authority to affirm or amend the Transportation Manager's decision in his/her their sole and complete discretion. Reconsideration decisions under this policy by the Board's transportation liaison or designee(s) shall be reported to the Board and shall be in writing.

Any person aggrieved by a decision of the Transportation Manager and/or the Board's transportation liaison or designee(s) retains the right to request that the Board reconsider the decision or action, which the Board may or may not choose to do, in its sole and complete discretion. A decision by the Board or Board designee thereof in an individual case shall have no precedential impact upon the Transportation Manager's implementation of this policy in other cases.

Implementation of the final decision shall generally occur within a five (5) day period.

Legal

[1. 24 P.S. 1361](#)

[2. 24 P.S. 1362](#)

[3. 22 PA Code 23.1](#)

[4. 22 PA Code 23.2](#)

[5. 22 PA Code 23.4](#)

[6. 24 P.S. 111](#)

[7. 23 Pa. C.S.A. 6344](#)

[8. 35 P.S. 4601 et seq](#)

9. Pol. 121

10. Pol. 810.3

11. Pol. 304

12. Pol. 317

[13. 67 PA Code 447.1 et seq](#)

14. Pol. 718

[15. 67 PA Code 104.3](#)

[16. 24 P.S. 1726-A](#)

[18. 20 U.S.C. 1400 et seq](#)

[19. 22 PA Code 15.6](#)

[20. 29 U.S.C. 794](#)

21. Pol. 103.1

22. Pol. 113

[23. 67 PA Code 212.101](#)

[24. 22 PA Code 14.131](#)

[22 PA Code 15.1 et seq](#)

[22 PA Code 23.3](#)

[22 PA Code 23.6](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 1331](#)

[24 P.S. 1365](#)

[24 P.S. 1366](#)

[24 P.S. 1374](#)

[24 P.S. 2541](#)

[24 P.S. 2542](#)

[49 CFR Part 37](#)

[49 CFR Part 38](#)

[67 PA Code 171.1 et seq](#)

Pol. 000

Pol. 103

Pol. 810.2



| | |
|--------------|---|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Transportation - Video/Audio Recording, First Reading |
| Code | 810.2 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | March 27, 2017 |

Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary, or secondary school students to or from public, private, or parochial schools or events related to such schools or school-related activities.

[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary, or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group, and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. [\[1\]](#)

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes. [\[2\]](#)

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose. [\[2\]](#)

Delegation of Responsibility

The Board directs the Superintendent or his/her **their** designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording. [\[2\]](#)
2. This policy is posted on the district's publicly accessible website. [\[2\]](#)[\[3\]](#)

3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct. [2]

Guidelines

The district shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. [4][5]

Use of Recorded Documentation

Reviews of video and/or audio recordings shall be limited to the building principal, ~~Supervisor of Transportation Manager~~, and the Superintendent or ~~his/her~~ **their** designee. However, the video and/or audio recordings may be used in expulsion or other disciplinary hearings if the video and/or audio recording provides evidence in the case.

A request for review of a video and/or audio recording may be made by a student's parent/guardian if the student has been video and/or audio recorded and disciplinary action has been recommended. All requests shall be in writing and addressed to the building principal. Parents/Guardians may only view the portion of the recording that documents the alleged misbehavior of their ~~child~~ **student** on the school bus or vehicle. The building principal or ~~his/her~~ **their** designee shall be present during the viewing to ensure that such viewing shall be in accordance with the Family Educational Rights and Privacy Act.

Record Retention

Video and/or audio recordings ~~of misbehavior~~ shall be preserved only until disposition in any disciplinary action is reached. Other video and/or audio recordings shall be **retained in accordance with the district's Record Retention Schedule or required litigation hold** ~~routinely erased/eliminated when the video and/or audio tape equipment automatically resets.~~

Legal

[1. 75 Pa. C.S.A. 102](#)

[2. 18 Pa. C.S.A. 5704](#)

[3. 24 P.S. 510.2](#)

4. Pol. 113.4

5. Pol. 216

[24 P.S. 510](#)

[20 U.S.C. 1232g](#)

Pol. 218

Pol. 805.1

Pol. 810



| | |
|---------------|----------------------------|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Bus Conduct, First Reading |
| Code | 810.3 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Reviewed | June 22, 2015 |

Purpose

Bus conduct shall be ~~maintained~~ in accordance with applicable law, state regulations, and Board policy ~~for~~ **to ensure** the safety of all students using school transportation.^{[1][2]}

Authority

The Board has the authority to make reasonable and necessary rules governing the conduct of students in school. All students are considered under the jurisdiction of the bus conduct regulations if being transported via a ~~district-sponsored bus or~~ vehicle. The Board is responsible for the adoption of policies and establishment of criteria and procedures governing discipline related to transportation for both public and nonpublic school students.

Guidelines

For purposes of this policy, the term 'bus' shall include, but not be limited to, all district buses, vehicles or other conveyances.

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, ~~and~~ **or** leaving the bus. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers.

Consistent with **Board policy and administrative guidelines** ~~the Student Discipline Policy~~, all students are considered to be under the jurisdiction of **the district discipline regulations** while going to, remaining at and returning from school, or at any school-sponsored activity.^[3]

District students who fail to comply with the rules may be suspended and/or removed indefinitely from their bus if the violation warrants. More serious incidents may involve suspension or expulsion from school and possible police action.^{[1][3][4]}

In accordance with the ~~identical~~ transportation rules and consequences which apply to district students, the district may refuse to provide transportation or to provide reimbursement for any such transportation or in any other way comply with law for a nonpublic, **charter or home education school** student who violates the district's **policies and administrative guidelines** ~~discipline regulations~~.

Bus conduct for special education students shall be in compliance with special education regulations.[5]
[6]

Parents/Guardians are responsible for transporting their child student to and from school if the child student has been excluded from bus transportation for disciplinary reasons.[1]

The Superintendent or designee may promulgate administrative guidelines to implement this policy.

Legal

[1. 22 PA Code 23.4](#)

2. Pol. 810

3. Pol. 218

4. Pol. 233

5. Pol. 113

6. Pol. 113.1

[24 P.S. 510](#)

[24 P.S. 1361](#)



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|--------------|--|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Student Bus Conduct Administrative Guidelines, First Reading |
| Code | 810.3AG1 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | July 29, 2022 |

The schools are responsible for ~~looking out for~~ the safety of all pupils ~~students~~ using school transportation. Therefore, no ~~pupil~~ student can be permitted to behave in such a manner that could endanger his/her ~~their~~ own safety or the safety of others. ~~For this reason, the following Rules of Bus Conduct must~~ **shall** be observed on all district provided transportation.

For purposes of this administrative guideline, the term 'bus' shall include, but not be limited to, all district buses, vehicles or other conveyances.

Bus Stop – Rules of Conduct

LEVEL I

Students shall...

1. Arrive at the bus stop at least five (5) minutes before the scheduled bus arrival.
2. Wait in a safe place, clear of traffic and away from where the bus stops.
3. Wait in an orderly line and avoid horseplay.
4. Cross the road or street in front of the bus only after the bus has come to a complete stop and the student has look in both directions to make sure all traffic has stopped.
5. Cross the road or street in front of the bus after exiting the bus, stopping in front of the bus and checking that traffic has stopped in all directions.
6. Not commit Level 1 offenses as set forth in the Student Code of Conduct/Disciplinary Action Schedule (218GA1). ~~minor infractions of unacceptable behavior. (see Policy 218)~~
7. ~~Not disrespect their peers.~~
8. Not possess or utilize personal and district technology devices in violation of Policy 237.

LEVEL II

Students shall...

1. Not run after a moving bus or through traffic.
2. Not play on or litter on private property.
3. Not commit Level 2 offenses as set forth in the Student Code of Conduct/Disciplinary Action Schedule (218AG1). ~~other more serious infractions of unacceptable behavior (see Policy 218).~~
4. ~~Not commit acts of insubordination.~~
5. ~~Not fight with others.~~
6. ~~Not use foul or abusive language.~~
7. ~~Not verbally assault or intimidate others.~~
8. ~~Not possess or utilize personal and district technology devices in violation of Policy 237.~~

LEVEL III

Students shall...

1. Not damage private property at a bus stop.
2. Not push others toward a moving vehicle.
3. Not commit any act punishable under the Pennsylvania Crimes Code or other most serious infractions of unacceptable behavior. (See Policy 218).
- ~~4. Not physically assault others.~~
- ~~5. Not possess weapons.~~
- ~~6. Not commit false alarms or 911 calls~~
- ~~7. Not commit arson, bomb threats, or other terrorist-related activities.~~
- ~~8. Not use controlled substances~~
- ~~9. Not extort, harass, bully or engage in intentional contact with others.~~
- ~~10. Not commit acts of theft.~~
- ~~11. Not commit Level 3 offenses as set forth in the Student Code of Conduct/Disciplinary Action Schedule (218AG1).~~ **bully or harass (isolated incidents) Policy 103, 249**

On the Bus – Rules of Conduct**LEVEL I**

Students shall...

1. Follow directions of the driver the first time given.
2. Not distract the driver's attention by engaging in loud talking or disorderly behavior while the bus is in motion.
3. Go directly to an available seat or assigned seat when entering the bus.
4. Not save seats for a friend which unduly limits bus seating capacity.
5. Remain seated and keep aisles and exits clear.
- ~~6. Be permitted to carry only objects that can be held on their laps.~~
7. Not eat, drink or chew gum on the bus.
8. Wear seat belts if they are installed on vehicle.
9. Not litter on the bus.
10. Not commit **Level 1 offenses as set forth in the Student Code of Conduct/Disciplinary Action Schedule (218AG1).** ~~minor infractions of unacceptable behavior (see Policy 218).~~
- ~~11. Not disrespect their peers~~
- ~~12. Not possess or utilize personal and district technology devices in violation of Policy 237.~~

LEVEL II

Students shall...

1. Not tamper with the bus or any of its equipment
2. Not throw or pass objects on, from or into buses.
3. Not use tobacco or vaping products, matches or any open flame on the bus.
4. Not carry hazardous materials, nuisance items, **or** ~~and~~ animals on the bus.
5. Not leave or board the bus at locations other than the assigned stops at home or school.
6. Not extend any part of their body or objects out of the bus windows.
7. Not commit **Level 2 offenses as set forth in the Student Code of Conduct/Disciplinary Action Schedule (218AG1).** ~~other more serious infractions of unacceptable behavior (Policy 218).~~
- ~~8. Not commit acts of insubordination.~~
- ~~9. Not fight with others.~~
- ~~10. Not use foul or abusive language.~~
- ~~11. Not verbally assault or intimidate others.~~
- ~~12. Not possess or utilize personal and district technology devices in violation of Policy 237.~~

LEVEL III

Students shall...

1. Not hitch rides via the rear bumper or other parts of the bus.
2. Not vandalize a bus or bus equipment.

3. Not commit any act punishable under the Pennsylvania Crimes Code or other most serious infractions of unacceptable behavior. (See Policy 218).
4. Not commit Level 3 offenses as set forth in the Student Code of Conduct/Disciplinary Action Schedule (218AG1). ~~physically assault others.~~
5. ~~Not possess weapons.~~
6. ~~Not commit false alarms of 911 calls.~~
7. ~~Not commit arson, bomb threats, or other terrorist related activities.~~
8. ~~Not use controlled substances~~
9. ~~Not extort, harass, bully or engage in intentional contact with others.~~
10. ~~Not commit acts of theft.~~
11. ~~Not bully or harass (Policy 103, 249)~~

Bus Conduct Disciplinary Schedule

Student misbehavior will necessitate disciplinary action by the building principal or his/her ~~their~~ designee. The disciplinary action shall be based on the level (Level I, II, III) of the infraction listed in the Rules of Bus Conduct and shall be consistent with the Bus Conduct Disciplinary Action Schedule. The ~~Building's principal (or designee) shall~~ ~~may also~~ use disciplinary actions listed in policies 218 & 218AG1, Student Discipline, 233, Suspension and Expulsion; and 233AG1, Disciplinary Action Schedule as he/she ~~they~~ deems appropriate. Where the offenses may also be a violation of law, referral to law enforcement may be made.

LEVEL I - ELEMENTARY

1st Offense:

-Verbal warning and/or reassigned seat

2nd Offense:

-Assigned seat

-Parent/Guardian call

3rd Offense:

~~-Meeting with driver~~

-Parent/Guardian call and/or meeting

-1 day suspension from bus

4th Offense:

-Automatic Level II, 2nd offense consequences as set forth in Policy 218AG1

LEVEL I - SECONDARY (MIDDLE & HIGH SCHOOL)

1st Offense:

-Verbal warning and/or assigned seat

2nd Offense:

-Assigned seat

-Parent/Guardian call

3rd Offense:

~~-Meeting with driver~~

-Parent/Guardian call and/or meeting

-1-3 day suspension from bus

4th Offense:

-Automatic Level II, 2nd offense consequences as set forth in Policy 218AG1

LEVEL II – ELEMENTARY

1st Offense:

-Assigned seat

-Parent/Guardian call

2nd Offense:

- ~~Contact driver~~
- Parent/**Guardian** call and/or meeting
- ~~Possible~~ 2-3 day suspension from bus

3rd Offense:

- Automatic Level III **consequences as set forth in Policy 218AG1**

LEVEL II - SECONDARY (MIDDLE & HIGH SCHOOL)

1st Offense:

- ~~Contact driver~~
- Parent/**Guardian** call and/or meeting
- ~~Possible~~ 1-3 day suspension from bus

2nd Offense:

- ~~Contact driver~~
- Parent/**Guardian** call and/or meeting
- 3-5 day suspension from bus

3rd Offense:

- Automatic Level III **consequences as set forth in Policy 218AG1**

LEVEL III - ELEMENTARY*

1st Offense:

- Meeting with ~~driver~~ and parent/**guardian**
- ~~Possible~~ **Up to** 5 day suspension from bus

2nd Offense:

- Automatic Level III **consequences as set forth in Policy 218AG1**
- 10 day suspension from bus

LEVEL III - SECONDARY* (MIDDLE & HIGH SCHOOL)

1st Offense:

- Meeting with ~~driver~~ and parent/**guardian**
- ~~Possible~~ **Up to** 10 day suspension from bus

2nd Offense:

- Automatic Level III **consequences as set forth in Policy 218AG1**
- 10 day suspension from bus

***NOTE:** If the administrator considers the committing of an **Level 3** offense in this category (~~Level III~~) a serious threat to the health, safety or welfare of others, ~~s/he~~ **they** may extend the suspension from the bus beyond the normal suspension period as long as the suspension does not exceed the remainder of the school year.



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|---------|--|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Copyright Material Administrative Guidelines |
| Code | 814AG1 |
| Status | Review |
| Adopted | August 1, 2015 |

The fair use doctrine of copyright law allows for reproduction of copyrighted materials by teachers and librarians for purposes of teaching, scholarship, or research. The copied materials must meet the tests of (1) brevity, (2) spontaneity, and (3) cumulative effect. Brevity refers to the amount or proportion of whole work copied and number of copies; spontaneity indicates a time span where it would be unreasonable to obtain the creator's permission; and cumulative effect is the potential impact the reproduction has on the value or marketability of the work. Fair use ends if an electronic materials creator loses control of the product's use, such as when it is accessed by others over the Internet. The following guidelines, as described in United States Copyright Office Circular 21 and Fair Use Guidelines for Educational Multimedia developed by the Association of American Colleges, outline permitted and non-permitted reproduction of copyrighted materials. More detailed descriptions can be found in the above referenced documents.

Source Citation and Copyright Notice

The copyright notice shall be displayed for each item and must be included in a bibliography. An opening screen of a presentation containing copyrighted materials must indicate that it follows the "fair use" rules of the U.S. Copyright law.

Photocopy Machine Notice

The following notice is required to be displayed on or near all library or archival equipment capable of duplicating copyrighted materials. This notice must be visible to anyone using the device:

NOTICE: The copyright law of the United States (Title 17, U.S. Code) governs duplicating copyrighted materials. The person using this equipment is liable for all infringement.

Spontaneity

The copying is at the instance and inspiration of the individual teachers. The decision to use the work and the moment of its use for maximum teacher effectiveness are so close in time that it would be unreasonable to expect a timely replay to a request for permission.

Teacher Use

Teachers may copy for use in teaching or in preparation for teaching a class:

- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, short essay, or short poem, whether or not from a collective work.
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Classroom Use

1. Printed Materials

- Copy limits
 - o One (1) copy per student.
 - o One (1) chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
 - o One (1) short poem, article, story, essay, or two (2) excerpts from the same author or not more than three (3) from the same collective work or periodical volume during one class term, except for current news periodicals, newspapers, and current new sections of other periodicals.
 - o Nine (9) instances per class per term, except for current news periodicals, newspapers, and current new sections of other periodicals.
 - o Special works that combine more than one format such as "poetic prose" may not be reproduced in their entirety.
- Size limits
 - o A complete poem if less than 250 words and if printed on not more than two (2) pages or, for a longer poem, an excerpt of not more than 250 words. The size limit can be expanded to permit the completion of an unfinished line of a poem.
 - o A complete article, story, or essay of less than 2,500 words.
 - o An excerpt from a prose work of not more than 1,000 words or ten percent (10%) of the work, whichever is less, but in any event a minimum of 500 words. The size limit may be expanded to permit the completion of an unfinished prose paragraph.
 - o Not more than two (2) published pages or ten percent (10%) of a special work such as "poetic prose" that may combine language with illustrations and containing not more than ten percent (10%) of the words found in the text.
- Cannot
 - o Be displayed or distributed on a public accessible web site.
 - o Be used to create, replace, or substitute for an anthology, compilation, or collective works.
 - o Be repeated with respect to the same item by the same teacher from term to term.
 - o Substitute for the purchase of books, publishers' reprints, or periodicals.
 - o Be used for the purpose of performance or substituting for the purchase of music.
 - o Copy by converting from one medium format to another including scanning copyrighted materials for school publications.
- Only for one course.
- No charge to student beyond the actual cost of copying.
- Copying must include the copyright notice on a printed copy, if on the original.

2. Consumables

Consumables such as workbooks, exercises, standardized tests, or quizzes, and answer sheets cannot be copied. Copying shall not substitute for the purchase of such consumables.

3. Music

Schools must be licensed to play copyrighted music where the performer is paid or admission is charged, even if the admission is used to cover refreshments costs. Copying cannot be for the purpose of substituting for the purchase of music.

Copies must follow the guidelines below:

- Size limits
 - o Up to 30 seconds but no more than ten percent (10%) of sheet music or a recording.
- Emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.
- For academic purposes other than performance, excerpts that do not comprise a performable unit such as a section, movement, or aria, but in no case more than ten percent (10%) of the whole work.
- Purchased copies may be edited or simplified provided that the fundamental character and lyrics of the work are not distorted or altered.

- A single copy of performance recordings by students made for evaluation or rehearsal purposes.
- A single copy of a sound recording of copyrighted music made from sound recordings owned by a school or individual teacher for the purpose of constructing aural exercises or examinations.
- Copying must include the copyright notice on a printed copy, if on the original.

4. Videos

Videos include purchased and rented ~~videotapes~~, DVDs, ~~laser discs~~, streaming video **streaming** services, and other optical media. The material must be legitimately acquired **or licensed**, not bootleg or home recording.

Copies must follow the guidelines below:

- A library or media center may reproduce one (1) copy of a recording of a copyrighted work and distribute it in accordance with provisions of law.
- Recorded copies of copyrighted programs owned by a staff member or another person, or a copy of a rental program, are considered illegally made and may not be used for instructional purposes unless its use meets the fair use test.
- Rental videos with the "home use only" warning label may not be used in a classroom, school assembly, or club unless specifically covered in the rental agreement.
- ~~Closed circuit~~ Distribution of a copyrighted work **media** to classrooms in a school is legal, as long as the transmission is used for instructional activity and not entertainment. **Video from streaming services, not provided by the school district, are blocked by default and teachers must receive prior approval from their principal or assistant principal and director of technology or their designees to access, based on criteria consistent with fair use and appropriate instructional practice. In addition, teachers should consult their Terms of Service with their commercial streaming provider, if choosing to use a personal account in the classroom.**
- ~~Use of subscription streaming services (not provided by the school district) in the classroom is not permitted.~~

5. Off-air Recording of Broadcast Programming

Broadcast programs are television programs transmitted by television stations for reception by the general public without charge.

Pay cable TV services and satellite broadcasts available at an extra charge are not allowed without permission from the copyright owner.

Copies must follow the guidelines below:

- Time limits
 - o Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period.
 - o A broadcast program recorded off-air simultaneously with broadcast transmission and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after the date of recording.
 - o After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes.
- Off-air recordings may be made only at the request of, and used by, individual teachers, and may not be regularly recorded in anticipation of request.
- No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
- A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers.
- Off-air recordings need not be used in their entirety, but the recorded programs may not be altered nor can they be combined or merged to constitute teaching anthologies or compilations.

- Use of off-air recordings for purchased/rented videos for motivation, filler, entertainment purposes or other non-instructional purposes is not permitted.

6. Numerical Data Sets

A field entry is a specific item of information in the record of a database file. A cell entry is the cell at the intersection where a row and column meet on a spreadsheet.

Size limits

- Up to ten percent (10%) or 2,500 fields or cell entries, whichever is less from a copyrighted database or data table.

7. Software

- May be lent by a library.
- May be installed on the number of devices according to the license.
- Cannot "network" software or load software onto multiple computers without proper license.

8. Distance and Online Learning

In order for the use of copyrighted materials in distance education to qualify for the Technology, Education & Copyright Harmonization Act (TEACH) exemptions, the following criteria must be met:

- The use must:
 - o Be part of mediated instructional activities.
 - o Be limited to a specific number of students enrolled in a specific class.
 - o Include a notice of copyright on online materials.
 - o Either be for "live" or asynchronous class sessions.
 - o Not include the transmission of textbooks materials, materials "typically purchased or acquired by students," or works developed specifically for online uses.
- Only "reasonable and limited portions," such as might be performed or displayed during a typical live classroom session, may be used.
- Students must be informed that course content may be covered by copyright.

TEACH does not allow:

- Electronic reserves, course packs (electronic or paper), or interlibrary loan.
- Commercial document delivery.
- Textbooks or other digital content provided under license from the author, publisher, aggregator, or other entity.
- Conversion of materials from analog to digital formats, except when the converted material is used solely for authorized transmissions and when a digital version of a work is unavailable or protected by technological measures.

TEACH does not supersede fair use or existing digital license agreements.



| | |
|--------------|------------------|
| Book | Policy Manual |
| Section | 900 Community |
| Title | School Visitors |
| Code | 907 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | October 26, 2020 |

Authority

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits. [\[1\]](#)

Delegation of Responsibility

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations **guidelines** to implement this policy and control access to school buildings and school classrooms.

Guidelines

Unauthorized visitors will not be permitted in school buildings, on school grounds or to interfere with the education process of a school. All visitors must report to the building office directly upon entering school property to secure permission to conduct a visitation, provide any required information or identification to protect the health and safety of students, staff and the school community, as well as to receive a visitor's pass. All visitors shall be required to submit to a ~~report~~ **the Visitor Management System (VMS)** scan (or other such building level security program that may exist) to proceed beyond the building office.

Visitation shall be scheduled appointments. Appointments with teachers **or other district employees** shall be before or after school, during planning periods, or at a mutually convenient time. Visitors may not interrupt a teacher **or other district employees** who is teaching or supervising students.

No visitor may confer with a student during the school day without prior permission from the building principal or designee. An exception to this policy may apply in connection with the cooperation with law enforcement officials, probation officers, or as may otherwise be required by law.

Visitors to the building for volunteer purposes shall also comply with applicable Board policy.[2]

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with the established administrative guideline ~~(907AG1)~~ and by submission of ~~(907AG2) Parent-Visitation/Observation Form.~~[\[1\]](#)[\[3\]](#)

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[4\]](#)[\[5\]](#)

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

Legal

[1. 24 P.S. 510](#)

2. Pol. 916

[3. 22 PA Code 14.108](#)

[4. 24 P.S. 2402 \(Military Uniform\).](#)

5. Pol. 250

Pol. 705

Pol. 709

Pol. 805.1



| | |
|---------|---|
| Book | Policy Manual |
| Section | 900 Community |
| Title | Guidelines for Classroom, Program or Service Observations |
| Code | 907AG1 |
| Status | Review |
| Adopted | August 1, 2015 |

The West Chester Area School District ("District") encourages parents and guardians to make informed decisions about the classes, programs, and services recommended for, or to which the District has assigned, their children. Informed decision making can involve visiting a recommended or assigned class, program or service. The interest that parents and guardians often have in visiting classes, programs, or services must, however, be weighed against the disruption and distraction that often accompanies such observations. Many children require a high level of consistency and predictability and low levels of visual and auditory distraction to learn and develop. The purpose of these guidelines is to establish rules that recognize the need of parents and guardians to inform their decisions about the education of their children without unnecessarily compromising the rights of other children to a stable, safe, and disruption free learning environment. These guidelines are for observations of classes, programs, or services and do not apply to visits that are arranged by teachers or principals for special classroom events and programs, American Education week activities or other planned parent activities in the schools.

Classes, Programs, or Services Observations Subject to Guidelines

A parent/ or guardian, or a person with appropriate professional expertise designated by a parent/ or guardian ('designee'), may observe **a student in their assigned class or program in accordance with these guidelines.**

Observation of a class, program or service **by a parent/guardian or designee** when (a) the District has specifically recommended that a class, program or service for their child **student when the student has not yet been placed in the class, program or service shall be scheduled by the appropriate administrator with the parent/guardian or designee. Examples of a circumstance where such observations are permitted included, but are not limited to a recommended special education placement, alternative education placement, or attendance exception.**

Attendance by parents/guardians at special classroom events, programs and other planned parent/guardian activities, or scheduled meetings with staff are not observations subject to these guidelines.

; or (b) the District has assigned the child to the class, program or service. This includes parents who are also employees of the District.

Scheduling Advance Notice

Parents or guardians must complete the visitation/observation form (907AG2) and submit it to the appropriate principal at least three school days prior to the requested visitation/observation. Parents or guardians must arrange observations at least three school days in advance with the principal of the

school in which the class, program or service is located except in cases of extraordinary circumstances as determined by the principal. The principal will immediately notify the responsible Supervisor if the observation is taking place outside of the regular education classroom. The parent or guardian must state the reason for the observation, and the administration will provide the parent with the guidelines to review. Nothing in these guidelines shall require the District to agree to an observation at the time requested unless it is required to do so by law, regulation, or order. However, the District shall make a reasonable effort to accommodate each observation scheduling request.

Classroom Observation

Parents may observe a classroom that their child is currently in after completing the visitation/observation form and securing the principal's approval.

Timing of visits shall be determined by the District. Consideration shall be given for the observations to satisfy the following areas: Timing shall express: 1) the goal of the visit, dependent on the type and intensity of planned instruction or activities, 2) the susceptibility of individual students to the disruption known or likely to be caused by the visit, 3) the stated purpose of the visit, 4) the number of adults the visit will place in the room at the same time, and 5) the total amount of traffic in the classroom at or near the time of the visit.

Student Observation of a Student

1. A Parents/guardian seeking to observe or have a designee observe their student in their assigned classroom or program shall may ask a private evaluator or private an agency to observe their child. The total number of visits per evaluation to any one class, program or service shall be determined based on the completed the visitation or/observation form and **submit the form to approved by the building principal a minimum of three (3) school days prior to the requested date of the observation. Where the parent/guardian seeks to have a designee observe their student, the parent/guardian shall provide the name, address, telephone number and professional credentials of the designee, and a release of information form for the designee with the submitted visitor/observation form.**

2. The building principal will advise the appropriate administrator of the request for observation.

3. The date and time, as well as, the number of the observations will be determined by the building principal. The building principal will make a reasonable effort to accommodate the requested date, time and number observations. However, the district is not required to agree to a particular number of observations or an observation at a specific date and time, unless it is required to do so by law, regulation or court order.

Agency Visitation To The District

The following procedures will be followed when a family requests that an agency provide services for a student in the school setting.

Prior to the visitation/observation, the parent needs to submit the completed visitation/observation form to the principal.

Prior to the agency visiting the district a team meeting will be held and include district representation (administration, guidance counselor, psychologist, and/or teacher), parent and agency representation (Therapeutic Support Staff (TSS), BSC, administration).

At the meeting, the agency will describe the purpose of the visits, how often they are requesting to observe and for what length of time. If a TSS is being requested to work in the building, the treatment plan needs to be reviewed at the meeting. The role of the TSS needs to be clearly delineated and include what the TSS will and won't do. The TSS will be required to follow all district procedures regarding staff behavior (no cell phones, etc.)

The observation and/or services will only be permitted if the treatment plan is aligned to the student's goals in the district and doesn't disrupt the educational environment.

~~If an agency representative will be unescorted at any time the following three current clearances must be provided prior to the visitation: Act 34 PA Criminal History Check, Act 151 Child Abuse Clearance Statement and Act 114—Federal Criminal Check.~~

~~The team must reconvene every time the treatment plan expires to discuss the appropriateness of continuing the services within school setting. This can be a face to face meeting or phone conference. The district has the right to discontinue the services with one week's notice if the agency representation in the building is disruptive to the educational setting. If the district asks the agency to be removed from the school environment because of safety concerns, a team meeting will be convened to discuss the appropriateness of the services and whether or not they can be reinstated.~~

Conditions of Observations

~~The following conditions shall be observed for all visits:~~

~~Visitors shall consist of not more than two of the following people at any one time: parent, legal guardian, grandparent, or surrogate parent, or one appropriately qualified professional designated by the parents.~~

~~Parents or guardians must identify in writing or email to appropriate principal the name, address, telephone number, and professional credentials of any appropriately qualified professional that they have designated to visit the class, program or service of their child. Parents must sign a release of information form permitting the disclosure of personally identifiable information. All escorted visitors will be required to submit their driver's license for clearance through Raptor Security System. If a visitor will be unescorted at any time~~

~~the following three current clearances must be provided prior to the visitation: Act 34 PA Criminal History Check, Act 151 Child Abuse Clearance Statement and Act 114—Federal Criminal Check. Children will not be permitted to accompany the observer. The principal will notify parents the visit is approved~~

4. Within two (2) school days of submission of the fully completed visitor/observation form, and all required attachments, the building principal will notify the parent/guardian if the requested date and time for observation is approved. ~~— (Notification should be made as soon as possible, but no later than two (2) business days after submission)~~ **In the event the requested date and time is not approved, the building principal shall propose** ~~An alternate date and time for the observation.~~ **should be proposed by principal if requested date is not approved. When an observation is not approved,** ~~If a parent/guardian wants to appeal the principal's decision not to allow an observation to occur, the parent needs to~~ **may** ~~request in writing that the Director of Pupil Services reviews the request~~ **denial of the request** ~~and makes~~ **issue** ~~a final decision in writing.~~

5. No more than two observers may attend an observation. Children are not permitted to accompany an observer.

6. Prior to the observation, all observers shall submit the following three clearances to the building principal : Act 34-PA Criminal History Check, Act 151-Child Abuse Clearance Statement and Act 114 - Federal Criminal Check. All clearances shall be dated no earlier than one year prior to the date of observation.

7. A district staff member may ~~other than the teacher, assistant teacher, or related services providers working with the child may at the discretion of the Building Principal or Supervisor accompany any~~ **observer.** ~~visitor. These staff members may include supervisor, building administrator, counselor, psychologist, or caseworker.~~

8. Observers shall remain in the area ~~designated for observation and shall not enter other areas of the building.~~

9. Visitors ~~Observers~~ **shall refrain from conversation and from interaction with children** ~~students~~ **or district** ~~staff. and remain seated during the period of class, program or service observation so that instruction is not disrupted.~~

10. The ~~District staff member accompanying a visitor or the~~ **observer**, teacher responsible for **the building principal or the classroom teacher may**, in **their** his or her sole discretion, may terminate **an observation**. ~~a visit at any time if, in the judgment of that staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff and/or if deemed appropriate by the principal.~~

~~During the visit, all visitors shall remain in such locations within the class, program or service as are designated by the District administrator.~~

11. Questions or concerns about **an observation shall** ~~visit or about anything observed during a visit must be addressed to the accompanying District staff member, or, by appointment, to the staff member responsible for the class, program or service before or after the~~ **observation** visit and outside the presence of children **students** or working staff members, **or by later appointment with the staff member responsible for the class or program being observed.**

12. District staff shall not share with any visitor **observer educational records** or personally-identifiable information ~~concerning~~ **of** any students other than the student for which the observation is being made **observed**.

Agency Services in a School Setting

The following procedures will be followed when a parent/guardian requests that an agency provide services for a student in the school setting.

1. The parent/guardian shall submit the completed visitor/observation form to the building principal. The parent/guardian shall provide the name, address, telephone number and professional credentials of the agency service provider, and a release of information form with the submitted visitor/observation form. A meeting will be held, which will include the district, the parent/guardian and agency.
2. At the meeting, the agency will describe the purpose of the services and the treatment plan, how often it is requesting to provide services and for what length of time. The role of the agency service provider will be clearly delineated at the meeting and include what services the agency service provider will be responsible to provide and when the services will be provided.
3. If the treatment plan is aligned to the student's goals in the district and will not disrupt the educational environment, the district may, but is not obligated, to permit the agency service provider to provide services during the school day.
4. Prior to the commencement of services, all agency service providers shall provide original copies of the following three clearances to the district prior to the commencement of services: Act 34-PA Criminal History Check, Act 151-Child Abuse Clearance Statement and Act 114 - Federal Criminal Check. All clearances shall be dated no earlier than one (1) year prior to the date the services are to commence. All agency service **providers** shall be required to report to the building principal within one (1) business day or earlier as required by law any arrest or conviction of an offense under Section 111(e) or being named as a perpetrator in a founded or indicated report of child abuse that occurs after submission of the required certifications or building level security program (as may then be in existence). The PDE Form 6004 (Arrest or Conviction Report) or other district-provided form shall be used to report these arrests or convictions to the building principal. The building principal shall immediately advise the Superintendent of receipt of such a form. Agency service providers who would not qualify for employment with the district under Section 111 of the Public School Code of 1949, as amended, or the Child Protective Services Law shall not be permitted to provide services.
5. The agency service provider shall be required to follow all district policies, **administrative guidelines** and procedures while on district property.
6. Every time the treatment plan expires, a meeting between district, the parent/guardian and agency shall be held to discuss the appropriateness of continuing the services within school setting.
7. The district has the right to discontinue the services or require the assignment of a different service provider in order for the services to continue, at any time.

Extraordinary Circumstances

In response to extraordinary circumstances, or to comply with the requirements of law, regulation or order, the District may waive any timeline or condition established in these guidelines. No waiver given in accordance with this section shall be deemed to establish a revision or modification, or to establish a policy, practice, or custom contrary to the terms and conditions, of these guidelines.

References:

Board Policy: 907, 907AG2



| | |
|---------------------|---|
| Book | Policy Manual |
| Section | 900 Community |
| Title | Visitor Observation Form (formerly called Parent Visitation Observation Request Form) |
| Code | 907AG2 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | October 31, 2022 |
| Prior Revised Dates | 10/31/2022 |

To open and complete this form, you must right click on the link below, select 'Save Link As,' and then save the document to your desktop. You can then complete the form electronically and print/submit it.

 [907AG2 VisitorObservation Form rev for 6.2023.pdf \(92 KB\)](#)

WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

APPROVED: August 1, 2015

REVISED: 10/31/2022

907AG2 Parent Visitation/Observation Request Form

Per Policy No. 907 School Visitors and
No. 907AG1 Guidelines for Classroom Programs or Service Observations

Parent/Guardian Name _____

Address _____

Phone Number _____

Email address _____

Student Name _____

Building Attend/Grade _____

All visitations listed below require the following:

Child Abuse Clearance Statement (Act 151) _____

PA Criminal History Check (Act 34) _____

FBI Criminal Check (Act 114) or signed disclaimer _____

Type of Visitation/Observation:

1. Parent visitation/observation of child's classroom student is currently attending.

a. Teacher Name _____

b. Date/Time request to visit/observe _____

c. Purpose of visitation/observation _____

~~2. Parent visitation/observation of proposed special education classroom.~~

~~a. Building/Teacher _____~~

~~b. Date/Time request to visit/observe _____~~

3. 2. Student observation by private evaluator or agency.

a. Purpose of evaluation/observation _____

b. Evaluator Name/Address/ Telephone
credentials _____

c. Date/Time/Class request to visit/observe _____

d. Attach evaluator/agency credentials and release form.

907AG2 VISITOR/OBSERVATION FORM - Pg. 2

4. 3. Agency services.

- a. Purpose of services _____
- b. Name, **address and phone**
number of agency/ **observer** _____
- c. Date/time/frequency/class _____
- d. **Attach agency credentials and release information.**

5. 4. Other visitation/observation.

- a. Purpose of observation _____
- b. Visitor/observer name _____
- c. Credentials _____
- d. Date/time/class request to visit _____

Print Name_____
Signature

| | |
|---|--|
| _____ Approve visitation/observation | _____ Not approve visitation/observation Why? _____ |
| _____ Principal Signature | _____ Date |



| | |
|--------------|---|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Student Transportation Emergency Safety Procedures, First Reading |
| Code | 810AG1 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | October 23, 2017 |

The School District and its bus contractors are responsible for the health, safety, and wellbeing of the students on the buses. Emergency safety procedures shall identify the responsibilities of the stakeholders in the transportation of the students. The stakeholders shall review and update, if necessary, the emergency safety procedure policy on an annual basis.

For purposes of this administrative guideline, the term 'bus' shall include, but not be limited to, all district buses, vehicles or other conveyances.

A. Safety Measures for Emergency Early School Dismissal

1. Schools shall be normally dismissed in the regularly-scheduled order unless specific circumstances at a school building warrant otherwise.
2. The Superintendent or his/her ~~their~~ designee shall make the decision regarding an emergency school closing, and shall notify the ~~district's~~ ~~Manager of Transportation~~ ~~Manager~~.
3. Whenever possible, the decision to close schools early shall be made as soon as possible in the morning ~~but no later than 12:00 noon~~.
4. The Superintendent or his/her ~~their~~ designee shall notify:
 - ~~Independent bus contractors~~
 - Building principals.
 - The public via ~~district~~ website and social media pages, as well as through email and phone messages. ~~Information may also be shared with regional print, radio, and television news agencies and outlets.~~
 - Police departments within West Chester Area School District boundaries.
 - Food Service Manager.
 - Other ~~calls~~ ~~parties~~ as required.
5. The ~~Manager of Transportation~~ ~~Manager~~ shall notify:
 - ~~Independent bus contractors.~~
 - CCIU and other special buses.
 - ~~Relevant Non-public and charter~~ school principals.
 - Other ~~calls~~ ~~parties~~ as required.
6. Principals shall put their building early dismissal plan into effect.
7. ~~When the School District is closed, all afternoon and evening activities shall be postponed.~~
87. Principals shall dismiss students as soon as their bus arrives, rather than wait for all buses to arrive.

~~9. Principals shall have the responsibility of dismissing professional and non-professional staff within their building after determining that supervision of students is no longer needed.~~

~~10. Central Office shall determine the dismissal of non-professional building staff within the Spellman education center.~~

~~118. Elementary and middle school principals shall remain in the building until the last child student is transported home. Building principals shall develop a calling system. When all children are home, elementary building principals shall notify the Director of Elementary Education.~~

~~129. Principals supervising the final bus runs of the day shall call the district's Manager of Transportation Manager when the last bus leaves the building.~~

~~130. The bus contractor shall call the district's Manager of Transportation Manager when the last bus arrives at the bus lot.~~

~~141. The district's Manager of Transportation Manager shall remain accessible to the independent bus contractors and building principals until all bus runs are complete.~~

~~15. The Manager of Transportation shall make available to all central office administrators a complete list of buses, which shall include the names and phone numbers of each student assigned by school/by bus route. These lists shall be used in case of an accident/emergency to assist the independent bus contractor as requested.~~

~~16. The Manager of Transportation shall supply each principal with a list of buses and the names and phone numbers of each student assigned to that school by bus route.~~

~~17. The bus contractor shall provide to the Manager of Transportation an accounting of buses returning to the bus parking lots at the completion of their routes.~~

B. Safety Measures for Parents/Guardians, Students, and Bus Drivers during Inclement Weather

Obviously w Weather conditions may at times interfere with bus schedules and possibly routes. At such times, parents, students, and bus drivers have additional responsibilities.

1. Responsibilities of Parents/Guardians and Students

- a. Buses must operate at a slower speed when the weather is bad and therefore, cannot be expected to keep exact schedules. Parents/guardians, as well as students mature enough to do so, must use judgment in deciding on the time to go to the bus stop and on the length of time to wait for the bus. For parents, this judgment should be based on the age and health of the child, as well as on the severity of the weather. If the bus does not come arrive or is missed, the parent/guardian is expected to make a reasonable effort to get bring their child student to school. If there is no reasonable way for the student to get go to school, the absence will be classified excused upon submission by the parent/guardian of a written explanation note within three (3) school days.

2. Responsibilities of Bus Drivers

- a. Maintain the regular schedule to the extent conditions permit with due regard to safety.
- b. Modify the routes in such a way that the bus comes as close as possible to regular stops when snow, ice, or other conditions make it dangerous to run on certain roads.
- c. Limit changes to bus stops to only when severe weather conditions prevent stopping at normally assigned locations.
- d. Return district students to school if the bus driver determines the weather is too severe for students to be released from the bus.
- e. Transport the nonpublic and charter school students to a public school or public service facility that is open and close to the bus location if the nonpublic bus driver determines the weather is too severe for students to be released from the bus.
- f. Contact the Driver Supervisor's office in all situations when changes to the route and/or stops are necessary. The Driver Supervisor's office will contact the District Transportation Office and/or the school principal to advise of changes.

~~g. Students with cell phones will be allowed to contact parents when they are returned to a school.~~

C. Safety Measures during Bus Accidents, Breakdowns or Other Emergencies

1. In the event of breakdown, accident, or other transportation emergency, the driver shall have additional responsibilities:
 - a. Check the safety of the students. Keep them on the bus unless there is danger of fire, presence of hazardous materials, or other unsafe conditions warranting their removal. If students are unloaded, retain the group together in a safe place.
 - b. Secure the bus in the safest place possible to prevent further ~~crashes~~ accidents.
 - c. Notify the Driver Supervisor's office immediately with ~~your~~ the bus number, location, general description of the emergency, and the description of any student injuries. The Driver Supervisor's office shall notify the district's Transportation Manager.
 - d. Ask a passing motorist or pedestrian to make the call if the bus driver is unable to contact the Driver Supervisor's office. Students with cell phones may be asked to make contacts if the driver is unable.
 - e. Provide the student list (~~carried on the bus at all times~~) and seating chart to emergency personnel.
 - f. Limit the release of students from a bus involved in an emergency to medical personnel, school administrator, another school bus for transportation, or the student's parent/guardian. Parents/Guardians may only ~~can~~ remove their own ~~child/children~~ student from a bus. All releases shall be documented by the bus driver or the district administrator on site.
2. In the event of an accident or other transportation emergencies, the ~~D~~district ~~t~~Transportation ~~o~~Office and ~~School~~ ~~D~~district administrators have additional responsibilities:
 - a. The district's Transportation Manager (or any available central office administrator) shall notify the building principals and Superintendent or ~~his/her~~ their designee of the accident and any details known including location.
 - b. Superintendent or ~~his/her~~ their designee shall coordinate communications with ~~the Superintendent's office and the District's Digital Communications Coordinator~~ Department.
 - c. Transportation Manager ~~and/or an available central office administrator~~ shall go to the scene with a cell phone if the accident requires police involvement.
 - d. Transportation Manager shall contact the relevant non-public and charter school building administration for accidents involving non-public and charter school students.
 - e. The Transportation Manager ~~and/or /central office administrator~~ at the accident scene shall communicate with the school office.
 - f. Upon arrival at the scene, the Superintendent or ~~his/her~~ their designee shall be called to ~~verify that by~~ the Transportation Manager ~~and/or /central office administrator~~ ~~has arrived and~~ to report a general description of the accident.
 - g. The Transportation Manager ~~and/or /central office administrator~~ shall find the individual(s) in charge at the scene, identify themselves, and offer assistance as necessary.
 - h. Building principal shall coordinate the communications to parents/guardians of students on the bus.
 - i. Superintendent or ~~his/her~~ their designee will contact School Board members.
 - j. Bus contractor will provide second bus if needed.
 - k. Police and/or ambulance crew shall have the authority to manage the details of accidents.

D. Safety Measures for Serious Accidents When Bodily Injury to Students is Evident

In addition to the steps set forth in subsection C, the district Transportation Office and district administrators have additional responsibilities:

- ~~1. Transportation Manager and an available central office administrator and the building principal shall go to the scene with a cell phone.~~
- ~~2. Building principal shall coordinate the communications to parents.~~
- ~~3. Police and/or ambulance crew shall have the authority to manage the details of accidents.~~
- ~~4. The Superintendent or his/her designee shall notify Board members.~~
51. All students involved in the accident shall be taken to the nearest hospital for medical evaluation if deemed necessary by the ambulance crew and/or police in consultation with the central office administrator/Transportation Manager.
62. The central office administrator shall notify Superintendent's office of the details obtained to this point, including to which hospitals students will be transported. Superintendent or his/her **their** designee will **contact update** School Board members.
73. An Administrator shall travel to the hospital and secure names of students and home phone numbers.
84. Superintendent's office shall be called for an update. Superintendent or his/her **their** designee shall **continue to** provide updates to School Board members.
95. An Administrator shall remain at the hospital and wait for the arrival of parents/guardians.
- ~~106.~~ Communications office **Department** shall prepare responses to questions from the new media.

E. Safety Measures for Acts of Terror and Reports of Predators

1. Any act of terror or report of a predator shall be communicated to the local authorities by either the ~~District Transportation Office~~ or bus contractor conditional on who ever knows of the incident first. **The party communicating the act of terror or report of predator to the police will immediately notify the other party.**
2. The **district Transportation Office** shall notify the ~~School District~~ administration and shall be responsible for communications with the bus contractors relative to the status of the incident.
3. The Superintendent or his/her **their** designee(s) shall be responsible for evaluating the seriousness of the incident, reporting the incident to the principal(s), and communicating the incident to parents/guardians within the school or throughout the ~~District~~.
4. The bus contractors shall share their driver communication materials and their course of action with the ~~District~~ administration prior to informing drivers of the incident.
5. The Superintendent or his/her **their** designee shall provide updates to School Board members.

The Transportation Manager shall make available, upon request, to all central office administrators a complete list of buses, which shall include the names and telephone numbers of each student assigned by school/by bus route. The Transportation Manager shall supply each principal with a list of buses and the names and phone numbers of each student assigned to that school by bus route.



| | |
|---------|--|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Bus Driver's Responsibility, First Reading |
| Code | 810AG2 |
| Status | Review |
| Adopted | August 1, 2015 |

The Professional school bus driver is a very important person with a responsible part to play in the educational system. In many instances the driver is the first representative of the school system to meet the children students in the morning and the last to see them at night. The school bus driver is responsible for efficient and economical vehicle operation, passenger and vehicle safety, and order and discipline. The good school bus driver successfully accomplishes this assignment and is respected and appreciated as a person performing a difficult and necessary service.

For purposes of this administrative guideline, the term 'bus' shall include, but not be limited to, all district buses, vehicles or other conveyances.

The Responsible School Bus Driver shall:

1. Satisfy requirements of the Federal, State, District, and contractor laws, regulations, and policies and administrative guidelines concerning operation and handling of a bus prior to employment.
2. Continue to satisfy the requirements of the Federal, State, District, and contractor laws and policies concerning operation and handling of the bus during employment.
3. Complete a practice run of the bus route prior to the beginning of each school year.
4. Maintain passenger/vehicle safety and efficient/economical vehicle operation.
5. Complete additional required training programs successfully.
6. Dress properly and set a good example for students by using patience, courtesy, and respect.
7. Treat students in a civil manner, seeing that no student is mistreated while in his/her their charge.
8. Not touch or make physically contact with a student unless making a reasonable attempt to ensure his/her their safety.
9. Not provide to students food, candy, beverages, or other items that may be consumed by students.
10. Keep order, maintain discipline among students on the bus, and enforce district disciplinary policies 810.3, 810.3AG1, and 810.3AG2 and administrative guidelines for Student Bus Conduct.
11. Maintain the bus schedule provided by the district's Transportation Office as prepared by the school administration unless regard for pupil student safety, traffic, and road conditions, require slower operation of the bus or detours.
12. Make no change in the location of any stops, time of pickup, or order of route to connect the stops without having authorization from the School District Transportation Office.

132. Permit ~~pupils~~ **students** to board or leave the bus only at regular stops except when written permission is received from the ~~principal's office~~ **district's Transportation Office**.
143. Report unsafe conditions, **such as** —location of stops, or road conditions — immediately to the Driver Supervisor's Office.
154. Make suggestions for improvements of routes and schedules, **such as the** —location of stops, and time and path **of transportation**, etc., to the Driver Supervisor's Office.
165. Report overloads based on bus size capacity or the size of the students, ~~defined as over bus size capacity for elementary, and more than reasonable numbers for secondary, in consideration of size of pupils,~~ immediately to the Driver Supervisor's Office.
176. Work with elementary school principals to assign all elementary age students a permanent seat on the school bus.
187. Never leave the school bus unattended while students are loading, unloading, or on board.
198. Never leave the school bus without checking for the presence of sleeping and overlooked students.
2019. Never disclose **student** personal or confidential information **or security information** other than to the school administrator or driver supervisor.
210. Submit required forms and reports on time.
221. Immediately report any injury to a student that has occurred on a school bus to the Driver Supervisor's Office.
232. Comply with **district emergency safety procedures** ~~Policy 810AG1, Emergency Safety Procedures,~~ and state/local emergency evacuation procedures.

Reports of Bus Driver Breach of Responsibility

During the school year, the **district's** ~~Transportation~~ **Office**, principals, or bus contractor may receive a report of an incident involving **an allegation that a driver who breaches may have breached his/her their** responsibilities. When the reported incident indicates that the driver's behavior could harm the health, safety, or welfare of the student, communication between the **district's** ~~Transportation~~ **Office**, principal, and bus contractor is essential.

1. If the principal (or designee) becomes aware of an **alleged** breach in **of** responsibility, ~~he/she they~~ shall immediately contact the ~~District~~ **district's** ~~Transportation~~ **Office**. The Transportation Manager shall review the bus video ~~tape~~ along with the ~~bus~~ **Driver** ~~Supervisor~~ if appropriate.
2. If the **district's** ~~Transportation~~ **Office** becomes aware of an **alleged** breach in responsibility, ~~the office it~~ shall inform the building principal. ~~The Transportation Manager and shall work~~ **review the bus video** with the ~~dDriver~~ **sSupervisor** ~~as instructed above,~~ if appropriate.
3. If the bus contractor becomes aware of an **alleged** breach in responsibility, the ~~dDriver~~ **sSupervisor** shall inform the ~~District~~ **district's** Transportation Manager who will contact the building principal. ~~The bus contractor shall work with the District transportation office as instructed above.~~ **The Transportation Manager shall review the bus video with the Driver Supervisor, if appropriate.**
4. Reports of **alleged** egregious breaches of responsibility, including but not limited to acts punishable under the law, shall be immediately communicated to the Superintendent **or** ~~designee~~ and ~~Directors of the School District~~ **the Board**. The bus contractor's senior management shall provide a written report of any investigations to the ~~School~~ **District**, and will work cooperatively with the ~~School~~ **District** on preparing **any** official communications for all matters regarding the incident.



| | |
|---------------------|---|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Child Care Transportation Management, First Reading |
| Code | 810AG3 |
| Status | Review |
| Adopted | August 1, 2015 |
| Last Revised | July 14, 2021 |
| Prior Revised Dates | October 23, 2017 |

1. Child care busing is defined as ~~busing~~ transportation by district bus, vehicle or other conveyance over an extended period of time to or from any location other than the student's registered home of record for child care purposes. Acceptable child care situations include ~~busing~~ transportation to or from a licensed day care facility, a parent's workplace, or the home of a neighbor, grandparent, mother or father (if the parents maintain separate residences), or other relative. ~~Busing~~ Transportation is not provided to locations for before or after school activities or student employment.
2. One (1) pick-up point and one (1) drop-off point can be assigned on a permanent basis if requested by the parent/guardian. ~~Alternating pick-up and drop-off points for child care cannot be accommodated.~~
3. Child care busing routes pick-up/drop-off points must be within the assigned ~~busing~~ transportation area of the public school the student attends or close to the existing busing route of the nonpublic or ~~charter~~ school the ~~child~~ student attends. However, in no event shall transportation be provided to any child care facility located outside of the ~~West Chester Area School District's~~ boundaries. Each school office has a list of the licensed day care facilities to which child care busing is permitted for that school.
4. Requests for child care busing must be submitted each year by completing the Child Care Provider form available in every school office or on the ~~District's~~ Transportation webpage ~~under the Child Care Provider Form link~~. The parent/guardian must give the completed form to the school the ~~child~~ student is attending. The school office ~~will~~ retains the original form and forwards a copy to the ~~district's~~ ~~Transportation Office~~.
5. Requests for child care busing are processed according to the following timelines:
 - a. Requests received ~~ten (10)~~ working days or more ~~before~~ prior to the first day of school ~~are will~~ be processed by the opening of school.
 - b. Requests received ~~within less than ten (10)~~ working days ~~before~~ prior to the first day of school and ~~ten (10)~~ working days after the first day of school may take up to ~~three (3)~~ weeks after the opening of school to process. The ~~district's~~ Transportation Office requires this time to evaluate schedules and bus loads.

- c. For all other times of the year, child care busing requests are normally processed within ~~three (3)~~ to ~~five (5)~~ working days.
6. ~~Busing for~~ Child care ~~busing~~ is granted for a period of no more than ~~one (1)~~ academic ~~school~~ year. The parent/~~guardian~~ must renew the request for each academic ~~school~~ year.
7. ~~In accordance with Student Transportation Policy 810,~~ Child care busing is not provided for students with attendance exceptions associated with redistricting or, inter-school transfers, ~~or professional courtesies.~~
8. The guidelines for walk zones to or from school, home, and bus stops, as ~~contained in the Student Transportation Policy 810,~~ set forth in Board policy and administrative guidelines are followed for ~~also~~ apply to child care busing. For example:
 - a. If a child care provider is located within safe walking distance of the student's school, ~~then~~ transportation to and from the ~~daycare-center~~ child care provider is not provided.
 - b. Stops for child care providers are on the street. Buses do not enter parking lots, private driveways, etc.
9. Child care providers are responsible for providing proper adult supervision ~~at the bus stop~~ and ensuring child ~~student~~ safety prior to boarding the bus and ~~from the time~~ after the child ~~student~~ is discharged from the bus.



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|---------|--|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Student Bus Conduct Guidelines for Bus Drivers and Principals, First Reading |
| Code | 810.3AG2 |
| Status | Review |
| Adopted | August 1, 2015 |

The ~~bus~~ driver and ~~building~~ principal are jointly responsible for maintaining order and discipline on the bus to ensure a safe environment for the students. The ~~bus~~ driver and ~~building~~ principal should review the ~~bus transportation~~ rules with their students at the beginning of the year and periodically throughout the school year. The driver is expected to handle routine problems. When misconduct persists, or for a more serious conduct violation, the building principal is required to work with the driver, student(s), and parents/guardians to establish order and discipline at the bus stop and/or on the bus.

For purposes of this administrative guideline, the term 'bus' shall include, but not be limited to, all district buses, vehicles or other conveyances.

A. The ~~school bus~~ driver:

1. has the responsibility to maintain a safe environment on the ~~school~~ bus while traveling to and from school or any related school function. The driver should maintain order and discipline on the bus at all times, use consistent firmness, patience, and courtesy, and set a good example for the students to follow.
2. has the authority to enforce the student safety procedures, bus conduct (~~Policy 810.3~~) and student discipline (~~Policy 218~~) by reprimand, correction, assignment of specific seats to any individual student or students, and/or other reasonable and appropriate corrective action when the health, safety, and welfare of other students on the bus is in danger.
3. shall never order a student off the bus or prevent a student from entering the bus ~~at the bus stop location~~ unless the driver contacts his/her supervisor to immediately dispatch a school administrator to the bus location.
4. shall pull over to the side of the road at a safe place and try to restore order in cases of general disorderliness on the part of a busload of students in route.
5. shall contact his/her ~~their driver~~ supervisor to determine the course of action needed including but not limited to returning the bus to the school, or contacting the police and/or a school administrator to come to the location of the bus if disorderliness prevents the driver from continuing to operate the bus without endangering the health, safety, and welfare of the students.
6. shall implement appropriate emergency procedures if the driver determines that a student's misconduct may cause immediate and serious harm to the students on the bus.

7. shall document in writing on a form provided by the ~~School District~~ all discipline matters and shall submit this form within 24 hours to the building principal, **Transportation Office** and the driver supervisor's office.
- ~~8. shall cooperate with the driver supervisor and district administration in retaining video/audio recordings of student conduct on the bus.~~
98. shall attend a student bus discipline conference or hearing if requested by the building principal.
- ~~109.~~ shall participate with the **building** principal in the assignment of seats.

B. School Principals (public and nonpublic) or their ~~D~~esignees:

1. shall provide proper supervision of the loading of students onto and unloading of students from ~~school~~ buses at the school sites.
2. shall be available during the student loading and unloading onto and from ~~school~~ buses to receive student misbehavior complaints from the ~~school~~ bus drivers. ~~The bus drivers shall not leave their school buses unattended.~~
3. shall provide the drivers with specific accommodations, modifications, and supports that must be provided to students in accordance with IEPs ~~which may also impact their behavior on the buses.~~
4. shall handle discipline ~~problems with~~ **for special education laws, regulations, board policies and administrative guidelines** ~~students in accordance with special education regulations.~~
5. shall coordinate the assignment of seats on the buses with the drivers.
6. shall investigate drivers' disciplinary referrals and shall give the student(s) accused of misconduct an opportunity to respond. The **building** principals shall immediately contact the ~~district's Transportation Office~~ for any requests to view the bus video **or audio** tapes if needed as part of the investigation process.
7. at their discretion, shall include the drivers in any conferences and hearings related to the investigation of misconduct, and include the driver supervisor **and Transportation Manager** along with the drivers if conferences or hearings are scheduled with the **parents/guardians**.
8. shall keep the drivers, ~~and/or bus driver supervisor~~ **and Transportation Manager** informed of any action taken on the drivers' written reports on a students' misconduct.
9. shall investigate and manage the resolution for other disciplinary referrals from students, **parents/guardians**, and property owners at bus stops.
10. shall advise **parents/guardians** of disciplined students of the ~~School District's action regarding the misconduct. and provide them with a copy of the policy 810.3 AG 1 Student Bus Conduct Administrative Guidelines, and where proceedings are instituted in accordance with policies 810.2 Transportation Video/Audio Recording, 810.3 Bus Conduct, 218 Student Discipline, and 233 Suspension and Expulsion, and be notified as provided therein.~~ The nonpublic **or charter** school administration shall provide **parents/guardians** a copy of all student discipline policies related to transportation, including Policy 810.2, Transportation-Video/Audio Recording.

C. Disciplinary Action

For public school students, any disciplinary action shall be in accordance with ~~board~~ policies and ~~administrative guidelines 810.3 Bus Conduct; 218 Student Discipline; and 233 Suspension and Expulsion.~~ The nonpublic and charter school administration shall take any disciplinary action they deem necessary and appropriate.

Policy Review Committee

TO: Board of School Directors
FROM: Kalia Reynolds, EdD *KAR*
SUBJECT: June 26 Policy Review Committee Consent Agenda Items
DATE: June 15, 2023

The following policies were first reading approved at the May Board meeting and have no changes for the 2nd reading. Unless we hear otherwise, the following will appear under the Policy Review Committee as consent agenda items on the June 26, 2023 School Board agenda.

| |
|---|
| Revised Policy 103 Discrimination/Sexual Harassment Affecting Students |
| Revised Policy 113.2 Behavior Intervention |
| Revised Policy 137 Home Education Programs |
| Retire Administrative Guideline 137AG1 Home Education Programs Non-District Programs Guidelines |
| Revised Policy 137.1 Extracurricular Participation by Home Education Students |
| New Policy 137.2 Participation in Cocurricular Activities and Academic Courses by Home Education Students |
| New Administrative Guideline 137.2AG1 Participation in Cocurricular Activities and Academic Courses by Home Education Students Guidelines |
| New Policy 137.3 Participation in Career and Technical Education Programs by Home Education Students |
| Revised Policy 204 Attendance |
| Retire Administrative Guideline 204AG3: Attendance Guidelines – WC Cyber Program |
| Revised Policy 215 Promotion & Retention |
| Revised Administrative Guideline 218AG1 Student Discipline Guidelines |
| Revised Policy 218.2 Terroristic Threats |
| Revised Policy 218.3 Student Integrity |

If after reviewing this information you have any questions, please feel free to contact me.



| | |
|---------------------|--|
| Book | Policy Manual |
| Section | 100 Programs |
| Title | Discrimination/Title IX Sexual Harassment Affecting Students |
| Code | 103 |
| Status | Second Reading |
| Adopted | August 1, 2015 |
| Last Revised | November 22, 2021 |
| Prior Revised Dates | 3/25/2019; 9/29/2020; 4/26/2021 |

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited on school property, and at or, in the course of, district-sponsored programs or activities, including on any conveyance providing transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related administrative guidelines be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form (103AG1) for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant administrative guidelines followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Administrative Guideline 103AG2, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Administrative Guideline 103AG3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in 103AG3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in 103AG3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][20][23][24]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.[25][26]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, administrative guidelines, and the district's legal and investigative obligations.[27][28][29][30][31]

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[30]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory or harassing conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on protected classification listed in this policy, consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[29][32]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. [\[32\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to: [\[32\]](#)

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Increased security.
7. Monitoring of certain areas of the campus.
8. Assistance from domestic violence or rape crisis programs.
9. Assistance from community health resources including counseling resources.

Supportive measures may also include, when in accordance with applicable law, regulation or Board policy, assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. [\[17\]\[18\]\[23\]\[24\]\[33\]](#)

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [\[32\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[34\]](#)
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[34\]](#)

- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[35\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[34\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[28\]](#)[\[29\]](#)[\[32\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer and the Director of Equity and Assessment or designee as the district's Title IX Coordinator.[\[36\]](#)

The Compliance Officer can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341
 Email: complianceofficer@wcasd.net
 Phone: 484-266-1006

The Title IX Coordinator can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341
 Email: titleIXcoordinator@wcasd.net
 Phone: 484-266-1201 **1000**

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[\[37\]](#)
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.

7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive training, as required or appropriate to their specific role.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to: [18][19][20]

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][38]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Administrative Guideline 103AG2.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Administrative Guideline 103AG3.

Other Reports

Any reports reviewed by the Title IX Coordinator which do not meet the definition of Title IX sexual harassment or discrimination of a protected class will be processed under the relevant Board policy.

Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

Legal

- [1. 22 PA Code 12.1](#)
- [2. 22 PA Code 12.4](#)
- [3. 22 PA Code 15.1 et seq](#)
- [4. 22 PA Code 4.4](#)
- [5. 24 P.S. 1301](#)
- [6. 24 P.S. 1310](#)
- [7. 24 P.S. 1601-C et seq](#)
- [8. 24 P.S. 5004](#)
- [9. 43 P.S. 951 et seq](#)
- [10. 20 U.S.C. 1681 et seq](#)
- [11. 34 CFR Part 106](#)
- [12. 29 U.S.C. 794](#)
- [13. 42 U.S.C. 12101 et seq](#)
- [14. 42 U.S.C. 1981 et seq](#)
- [15. 42 U.S.C. 2000d et seq](#)
- [16. U.S. Const. Amend. XIV, Equal Protection Clause](#)
17. Pol. 103.1
18. Pol. 113.1
19. Pol. 218
20. Pol. 233
21. Pol. 317
22. Pol. 806
23. Pol. 113.2
24. Pol. 113.3
25. Pol. 218.4
- [26. 24 P.S. 1318.1](#)
- [27. 20 U.S.C. 1232g](#)
- [28. 34 CFR 106.44](#)
- [29. 34 CFR 106.45](#)
- [30. 34 CFR 106.71](#)
- [31. 34 CFR Part 99](#)
- [32. 34 CFR 106.30](#)
33. Pol. 113
- [34. 34 U.S.C. 12291](#)
- [35. 20 U.S.C. 1092](#)
- [36. 34 CFR 106.8](#)
37. Pol. 150
38. Pol. 317.1
- [18 Pa. C.S.A. 2709](#)

[20 U.S.C. 1400 et seq](#)

[28 CFR Part 35](#)

[28 CFR Part 41](#)

[34 CFR Part 100](#)

[34 CFR Part 104](#)

[34 CFR Part 110](#)

[U.S. Const. Amend. I](#)

Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

[Office for Civil Rights - Resources for Addressing Racial Harassment](#)

Pol. 122

Pol. 123

Pol. 138

Pol. 216

Pol. 220

Pol. 247

Pol. 249

Pol. 251

Pol. 252

Pol. 320

Pol. 352

Pol. 701



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|---------------|-----------------------|
| Book | Policy Manual |
| Section | 100 Programs |
| Title | Behavior Intervention |
| Code | 113.2 |
| Status | Second Reading |
| Adopted | August 1, 2015 |
| Last Revised | February 22, 2021 |
| Last Reviewed | August 24, 2015 |

Purpose

Students with disabilities shall be educated in the least restrictive environment (LRE) in accordance with their Individualized Education Program (IEP), and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily and cannot meet the needs of the student. The IEP team for a student with a disability shall develop a Positive Behavior Support Plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board directs that the district's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional behavioral assessment and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.[\[1\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Definitions

The following terms shall have these meanings, unless the context clearly indicates otherwise.[\[1\]](#)

Aversive techniques - deliberate activities designed to establish a negative association with a specific behavior.

Behavior support - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

Positive Behavior Support Plan or Behavior Intervention Plan - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A Positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and

become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.

Positive techniques - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

Restraints - application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following:

1. Briefly holding a student, without force, to calm or comfort the student.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort the student safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

Seclusion - confinement of a student in a room, with or without staff supervision in the same room at all times, in order to provide a safe environment to allow the student to regain self-control.

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.[9]

Delegation of Responsibility

The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.

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

The Superintendent or designee shall provide regular training and retraining of staff in the use of specific procedures, methods and techniques, including de-escalation techniques, emergency responses, restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs, Positive Behavior Support Plans and Board policy.[1]

The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports to be made to the district by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and career and technical schools.[1]

Guidelines

Development of a separate Positive Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.[1][5]

When an intervention is necessary to address problem behavior, the positive techniques and types of intervention chosen for a student shall be the least intrusive necessary.

Physical Restraints

Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.[1]

The ~~Director~~ **Supervisor** of Special Education or designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised Positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.[1]

The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. Restraints may be included in an IEP with parental consent only if: [1]

1. The restraint is used with specific component elements of a Positive Behavior Support Plan.
2. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.
3. Staff are authorized to use the restraint and have received appropriate training.
4. Positive Behavior Support Plan includes efforts to eliminate the use of restraints.

Mechanical Restraints

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of a student when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians.[1]

Mechanical restraints shall prevent a student from injuring the student or others, or promote normative body positioning and physical functioning.

Seclusion

The district permits involuntary seclusion of a student for a limited period of time in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative. District staff shall provide continuous supervision of students in seclusion, which need not always involve presence of staff within the same room **as agreed to by student's parent/guardian. Parent/guardian shall be notified of a seclusion as soon as practical.**

The district prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.[1]

Aversive Techniques

The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs:[1]

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.

6. Suspensions constituting a pattern as defined in state regulations. [\[12\]](#)
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Positive Behavior Support Plan. [\[1\]](#)[\[6\]](#)[\[9\]](#)[\[10\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

For a student with a disability who has a Positive Behavior Support Plan at the time of referral, subsequent to notification to law enforcement, the district shall convene the student's IEP team and an updated functional behavioral assessment and Positive Behavior Support Plan shall be required. [\[1\]](#)[\[11\]](#)[\[17\]](#)

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Special Education or designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Positive Behavior Support Plan. [\[1\]](#)

For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policy. [\[1\]](#)[\[17\]](#)

Relations With Law Enforcement

The district shall provide a copy of its administrative ~~regulations~~ **guidelines** and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative ~~regulations~~ **guidelines** and procedures for behavior support are revised by the district. [\[9\]](#)[\[17\]](#)[\[19\]](#)[\[27\]](#)

The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program. [\[1\]](#)[\[9\]](#)[\[17\]](#)[\[19\]](#)[\[27\]](#)

Legal

- [1. 22 PA Code 14.133](#)
- [2. 22 PA Code 14.145](#)
- [3. 20 U.S.C. 1414](#)
- [4. 34 CFR 300.114](#)
- [5. 34 CFR 300.324](#)
- [6. 20 U.S.C. 1415](#)

[7. 34 CFR 300.34](#)

[8. 34 CFR 300.530](#)

9. Pol. 113

10. Pol. 113.1

11. Pol. 113.3

[12. 22 PA Code 14.143](#)

[13. 24 P.S. 1302.1-A](#)

[14. 22 PA Code 10.2](#)

[15. 22 PA Code 10.21](#)

[16. 22 PA Code 10.22](#)

[17. 22 PA Code 10.23](#)

[18. 22 PA Code 10.25](#)

[19. 22 PA Code 14.104](#)

[20. 34 CFR 300.535](#)

21. Pol. 103.1

22. Pol. 218

23. Pol. 218.1

24. Pol. 218.2

25. Pol. 222

26. Pol. 227

27. Pol. 805.1

[24 P.S. 1303-A](#)

[20 U.S.C. 1400 et seq](#)

[34 CFR Part 300](#)

[Pennsylvania Training and Technical Assistance Network, Question and Answer Compendium, January 2020](#)



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|--------------|-------------------------|
| Book | Policy Manual |
| Section | 100 Programs |
| Title | Home Education Programs |
| Code | 137 |
| Status | Second Reading |
| Adopted | August 1, 2015 |
| Last Revised | October 25, 2022 |

Authority

~~Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.~~[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

~~Appropriate Education~~ – ~~a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.~~[\[2\]](#)

~~Hearing Examiner~~ – ~~shall not be an officer, employee, or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.~~

~~Home Education Program~~ – ~~a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.~~

~~Supervisor~~ – ~~the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.~~

Delegation of Responsibility

~~-~~

~~The Superintendent or designee shall develop and distribute administrative guidelines for registering and monitoring home education programs.~~

Guidelines

Affidavits

~~Prior to commencement of the home education program and annually thereafter on August 1, the parent/guardian or person having legal custody of the child shall file a notarized affidavit with the Superintendent or designee setting forth the information required by law. An unsworn declaration made~~

~~under penalty of perjury may be submitted when compliant with and permitted by law. The document shall set forth:~~ [\[2\]](#)

- ~~1. Name of the supervisor of the home education program who will be responsible for the provision of instruction.~~
- ~~2. Name and age of each child who will participate in the home education program.~~
- ~~3. Address and telephone number of the home education program site.~~
- ~~4. That subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.~~
- ~~5. Evidence that the child has been immunized and has received the health and medical services required for students of the child's age or grade level.~~ [\[4\]](#)[\[5\]](#)
- ~~6. Certification signed by the supervisor that the supervisor, all adults in the home, and persons having legal custody of a child in the home education program have not been convicted of criminal offenses as enumerated in the School Code.~~ [\[6\]](#)
- ~~7. That the home education program shall comply with the provisions of Section 1327.1, 24 P.S. §13-1327.1.~~ [\[2\]](#)

Transfers

~~If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent or designee a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.~~ [\[2\]](#)

~~The Superintendent or designee shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.~~ [\[2\]](#)

~~The supervisor shall file the letter of transfer with the superintendent of the new district of residence.~~ [\[2\]](#)

~~If a home education program is out of compliance, the Superintendent or designee shall inform the home education supervisor and superintendent of the new district of residence of this status and the reason for denial of the transfer letter.~~ [\[2\]](#)

~~If a home education program is in hearing procedures, the Superintendent or designee shall inform the home education supervisor, hearing examiner and superintendent of the new district of residence of this status and the reason for denial of the transfer letter.~~ [\[2\]](#)

~~If the Superintendent or designee is informed of pending proceedings related to a home education program relocating to the district, s/he shall continue the home education program until the appeal process is finalized.~~ [\[2\]](#)

Instructional Program

~~The instructional program for home education students shall include such courses as required by law.~~ [\[2\]](#)

Appropriate Education/Compliance Determination

~~A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent or designee by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent or designee~~

shall send a letter to the supervisor notifying the supervisor that s/he has ten (10) days to submit the certification.[2]

-

If the Superintendent or designee has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, s/he may submit a letter to the supervisor requiring an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's or designee's reasonable belief.[2]

-

If the Superintendent or designee has a reasonable belief that the home education program is out of compliance with the School Code requirements, s/he shall submit a letter to the supervisor requiring a certification be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's or designee's reasonable belief.[2]

-

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[2]

Hearing(s)

-

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.[2]

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be promptly enrolled in a district school, a nonpublic school or a licensed private academic school.[2]

Appeal

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The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[2]

Loan of Instructional Materials

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The district shall, at the request of the supervisor, lend to the home education program copies of the school's planned courses, textbooks, and other curriculum materials appropriate to the student's academic level.[2]

Student Portfolio and Evaluations

-

For each student participating in the home education program, the supervisor shall:[2]

-

1. Maintain a portfolio of records and materials as set forth in the School Code.
-
2. Provide an annual written evaluation of the student's educational progress by a home education evaluator as set forth in the School Code.

Requirements of Supervisor

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In order to demonstrate that appropriate education is occurring, the supervisor shall provide and maintain on file for each student enrolled in the home education program a portfolio of records and materials.[2]

-

The portfolio shall consist of a log, made contemporaneously with the instruction, that designates by title the reading materials used; samples of any writings; worksheets, workbooks or creative materials used or developed by the student; and in grades three, five and eight results of nationally-normed

~~standardized achievement tests in reading, language arts, and mathematics or results of statewide tests administered in these grade levels.~~

~~The supervisor shall ensure that the nationally-normed standardized tests or the statewide tests are not administered by the child's parent/guardian.~~

Evaluation Requirements

~~A teacher or administrator who evaluates a portfolio at the elementary level or secondary level shall meet the requirements established in law.~~[\[2\]](#)

~~An annual written evaluation of the student's educational progress as determined by a licensed clinical or school psychologist, a teacher certified by the Commonwealth, or a nonpublic school teacher or administrator is required. The evaluation shall also be based on an interview of the child and a review of the portfolio and shall certify whether or not an appropriate education is occurring. At the request of the supervisor, persons with other qualifications may conduct the evaluation with the prior consent of the Superintendent. In no event shall the evaluator be the supervisor or his/her spouse.~~

Graduation Requirements

~~The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.~~[\[2\]](#)

~~The school district shall not award a diploma or acknowledge completion of a student's education in a home education program.~~

Diplomas

~~Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or a Pennsylvania Department of Education approved diploma-granting organization.~~[\[2\]](#)

Students With a Disability

~~A home education program shall meet compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, or a licensed clinical or certified school psychologist. Written notice of such approval must be submitted with the required affidavit.~~[\[1\]](#)

~~The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.~~[\[1\]](#)

~~When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in the public schools or in a private school licensed to provide such programs and services.~~[\[1\]](#)

Participation in Curricular Non-district Programs

~~Students in home education programs may participate in CCIU Technical College High School programs in accordance with 137AG1 Home Education Program Administrative Guidelines.~~

Extracurricular Participation

~~Students in home education programs may participate in extracurricular programs in accordance with 137.1 Extracurricular Participation by Home School Students.~~[\[7\]](#)

Authority

Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Appropriate education - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program. [\[2\]](#)

Hearing examiner - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

Home education program - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

Supervisor - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.

Delegation of Responsibility

The Superintendent or designee shall develop and distribute administrative guidelines for registering home education programs, maintaining appropriate records in accordance with law and other guidelines necessary to implement this policy. [\[2\]](#)

Guidelines

Notarized Affidavit

Prior to the commencement of the home education program, and annually thereafter on or before August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent or designee, which contains certification that the supervisor of the home education program and all adults living in the home and persons having legal custody of a child or children in the home education program have not been convicted of criminal offenses enumerated in School Code, in accordance with law. The affidavit shall also include all information required by law. [\[2\]](#) An unsworn declaration made under penalty of perjury may be submitted when compliant with and permitted by law. The document shall set forth:

1. Name of the supervisor of the home education program who will be responsible for the provision of instruction.
2. Name and age of each child who will participate in the home education program.
3. Address and telephone number of the home education program site.
4. That subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.
5. Evidence that the child has been immunized and has received the health and medical services required for students of the child's age or grade level. [\[4\]](#)[\[5\]](#)
6. Certification signed by the supervisor that the supervisor, all adults in the home, and persons having legal custody of a child in the home education program have not been convicted of criminal

offenses as enumerated in the School Code.[\[6\]](#)

7. That the home education program shall comply with the provisions of Section 1327.1, 24 P.S. §13-1327.1.[\[2\]](#)

Instructional Program

The instructional program for home education students shall include such courses as required by law.[\[2\]](#)
[\[4\]](#)[\[5\]](#)

Loan of Instructional Materials

At the request of the supervisor, the district shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials appropriate to the student's age and grade level.[\[2\]](#)

Student Portfolio and Evaluations

For each student participating in a home education program, the supervisor shall:[\[2\]](#)

1. Maintain a portfolio of records and materials, in accordance with applicable law.
2. Provide an annual written evaluation of the student's educational progress, in accordance with the provisions of applicable law.

Graduation Requirements

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.[\[2\]](#)

Diplomas

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or a Pennsylvania Department of Education approved diploma-granting organization.[\[2\]](#)

Students With Disabilities

A home education program meets compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.[\[1\]](#)

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.[\[1\]](#)

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in public schools or in a private school licensed to provide such programs and services.[\[1\]](#)

Appropriate Education/Compliance

A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that they have ten (10) days to submit the certification.[\[2\]](#)

If the Superintendent has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, the Superintendent may submit a letter to the supervisor requiring an evaluation to be conducted and that an evaluator's certification

stating that an appropriate education is occurring shall be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.[2]

If the Superintendent has a reasonable belief that the home education program is out of compliance, the Superintendent shall submit a letter to the supervisor requiring a certification to be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's reasonable belief.[2]

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[2]

Hearings

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.[2]

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a public school, a nonpublic school or a licensed private academic school.[2]

If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program is prohibited by law from supervising a home education program for that child or children for a period of twelve (12) months from the date of such determination.[2]

Appeal

The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[2]

Transfers

If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.[2]

The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.[2]

The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.[2]

If a home education program is out of compliance, the Superintendent shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[2]

If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[2]

If the Superintendent is informed of pending proceedings related to a home education program relocating from a previous district to this district, the Superintendent shall continue the home education program until the appeal process in the previous district is finalized.[2]

Legal

[1. 24 P.S. 1327](#)

[2. 24 P.S. 1327.1](#)

[3. 22 PA Code 11.31a](#)

4. Pol. 203

5. Pol. 209

[6. 24 P.S. 111](#)

7. Pol. 137.1

[22 PA Code 11.33](#)



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|---------|--|
| Book | Policy Manual |
| Section | 100 Programs |
| Title | Home Education Program NonDistrict Administrative Guidelines to be retired |
| Code | 137AG1 |
| Status | Second Reading |
| Adopted | August 1, 2015 |

Participation in Technical College High Schools

A home-schooled student who would like to participate in a technical college high school, provided by the intermediate unit, shall submit a request to the Superintendent. The Superintendent, in conjunction with appropriate personnel from the intermediate unit and the technical college high school, will determine if the technical college high school is able to accommodate additional participation.

Home-school students shall be required to comply with the technical college high school's enrollment process, application process, and policies and timelines. In the event the intermediate unit or the technical college high school has implemented quotas for the school district for student participation in the technical college high school, the home-school student shall receive no priority due to home-school status, and shall be considered for admission in the same manner as any other student in the school district. Home-school students shall only be eligible to attend and participate in technical college high schools, and programs offered by the same that students in the high school of residence and grade level would be eligible to attend and participate in. The home-school student shall arrange for their own transportation, at their own risk and liability, which shall not be provided by the school district.

Home-school students shall be required to comply with all policies, procedures, and regulations implemented by the technical college high school, and shall be subject to the policies, procedures, and regulations of the resident high school and school district while on school district property.

Participation in a technical college high school does not absolve the supervisor of the student's home education program from compliance with state and district home education program requirements.



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|--------------|--|
| Book | Policy Manual |
| Section | 100 Programs |
| Title | Extracurricular Participation by Home Education Students |
| Code | 137.1 |
| Status | Second Reading |
| Adopted | August 1, 2015 |
| Last Revised | October 25, 2022 |

Authority

The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the **conditions requirements** stated in **law and** Board policy **and administrative guidelines**. [1][2][3][4][5]

The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.

The Board shall establish and collect student activity fees for participation in extracurricular activities in accordance with Board policy. [6]

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs.

A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if **s/he the student** was enrolled in the school district. **except w-Where the-extracurricular activities or interscholastic athletic programs which are located in other school buildings are otherwise open to district students from schools located in the same attendance areas where the home school student resides, the home education student may participate in the activities or programs.** Home education students may only participate in **extracurricular activities or interscholastic athletic programs which are open available** to their grade level.

Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee. **Verification may include, but not be limited to, attendance records, weekly grades or academic achievement or other documents demonstrating completion of eligibility criteria.** [1]

To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program **and submitted documentation**. [5][7]

The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:

1. Be a resident of the school district.
2. Meet the required eligibility criteria. [3][4]
3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students. [4]
4. Comply with Board policies and school rules and regulations **administrative guidelines**, regarding extracurricular activities, interscholastic athletics, and student discipline **conduct**. [3][4][8]
5. Comply with policies, **administrative guidelines**, rules and regulations, or their equivalent, of the activity's governing organization. [1][2]
6. Meet attendance and reporting requirements established for all participants of the activity or program. [7]
7. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions. [2][4]
8. Comply with all requirements and directives of the district staff, coaches, **activity advisors** and administrators involved with the extracurricular activity or interscholastic athletic program.
9. ~~Home education students shall come to district property solely for the purpose of participating in the programs and activities and will leave the district property when the activity, program or event is completed, except for those period of times when the public is generally admitted to district property or buildings.~~

~~Students in home education programs may participate in the following extracurricular and interscholastic programs only:~~

1. ~~Performing and visual arts activities, including band, chorus, theatre, art and the Arts and Enrichment Program.~~
2. ~~Interscholastic athletic teams.~~
3. ~~Extracurricular clubs.~~

~~If a class for credit held during the school day by the school district is required for participation in activities that take place outside of the class, home education students shall not be eligible to participate in such activities.~~

Delegation of Responsibility

The Superintendent or designee shall post information regarding the availability of the district's extracurricular activities and interscholastic athletics programs, as well as a copy of this Board policy, on the district's publicly available website and provide participation

information upon request by students enrolled in home education programs or their parents/guardians. [1]

The building principal or designee shall distribute eligibility criteria regarding student participation in extracurricular activities and interscholastic athletics provided to students by the district. Such information shall be distributed through publications or the district's publicly available website.[1]

The building principal or designee shall receive and review verification from the parent/guardian **or home education program supervisor** that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

The Superintendent or designee may establish administrative guidelines necessary to implement this policy.

Legal

[1. 24 P.S. 511](#)

[2. 24 P.S. 1327.1](#)

3. Pol. 122

4. Pol. 123

5. Pol. 137

6. Pol. 122.1

7. Pol. 204

8. Pol. 218



| | |
|---------|--|
| Book | Policy Manual |
| Section | 100 Programs |
| Title | Participation in Cocurricular Activities and Academic Courses by Home Education Students |
| Code | 137.2 |
| Status | Second Reading |

Authority

The Board approves participation in the district's cocurricular activities and academic courses by a student enrolled in a home education program who meets all the requirements stated in law and Board policy and administrative guidelines.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Definition

Cocurricular activities - district activities that merge extracurricular activities with a required academic course, including but not limited to, band, orchestra and other activities that include a for credit component that takes place during the school day.[\[1\]](#)[\[2\]](#)[\[4\]](#)

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district cocurricular activities and academic courses in accordance with Board policy and administrative guidelines on the same basis as other students enrolled full-time in the district.[\[1\]](#)[\[6\]](#)[\[7\]](#)

A home education student may participate in cocurricular activities and academic courses only at the school building the student would be assigned to if the student was enrolled in the district.

Prior to trying-out or auditioning for a cocurricular activity or enrolling in an academic course, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

The following conditions shall govern participation in the district's cocurricular activities and academic courses by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent for the cocurricular activity or the prerequisites for the academic course.[\[1\]](#)[\[2\]](#)[\[9\]](#)
3. Comply with Board policies, school rules and administrative guidelines.[\[1\]](#)[\[2\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
4. Comply with policies, rules and administrative guidelines and regulations, or their equivalent, of the cocurricular activity's governing organization, where applicable.

5. Meet attendance and reporting requirements established for all participants of the cocurricular activity or academic course, including any sign-in and sign-out procedures for school building attendance purposes. Home education students must participate in the full class period for an academic course, unless an exception has been granted in accordance with Board policy, administrative guidelines, and school rules.[14]
6. Comply with all Board policies, administrative guidelines, school rules and requirements and directives of the district staff, activity advisors and administrators involved with the cocurricular activity or academic course.[1]

Academic Courses

Students attending home education programs are eligible to enroll in district academic courses in accordance with law and Board policy and administrative guidelines, and may participate in academic courses equaling up to one quarter ($\frac{1}{4}$) of the school day for full-time district students.[1]

Students enrolled in home education programs shall only be eligible to participate in cocurricular activities and/or academic courses that are scheduled in consecutive time periods during the school day if the student's parent/guardian is not able to provide supervision for the student between the scheduled cocurricular activities and/or academic courses.[1]

The district shall provide the student's home education program supervisor with a grade for each cocurricular activity and academic course completed by a student enrolled in a home education program, in accordance with Board policy and administrative guidelines. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[1][3][15]

Transportation

Parents/Guardians of home education students shall be responsible for transportation of students participating in district cocurricular activities and academic courses, except that a home education student may utilize district transportation to or from school during the times a bus is otherwise already operating, and space is available.[1]

Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's cocurricular activities and academic courses, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for a cocurricular activity or academic course.

The Superintendent or designee may establish administrative guidelines for prioritization of enrollment in district cocurricular activities and academic courses based on the established number of allowable participants in designated activities and courses. The Superintendent or designee may establish administrative guidelines necessary to implement this policy.

Legal [1. 24 P.S. 1327.1](#)

2. Pol. 122

3. Pol. 137

4. Pol. 137.1

5. Pol. 137.3

6. Pol. 103

7. Pol. 103.1

[8. 10 U.S.C. 2031](#)

9. Pol. 105

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

14. Pol. 204

15. Pol. 212



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| Book | Policy Manual |
| Section | 100 Programs |
| Title | Participation in Cocurricular Activities and Academic Courses by Home Education Student Guidelines |
| Code | 137.2AG1 |
| Status | Second Reading |

Portion of the School Day

Students attending home education programs may participate in academic courses equaling up to one quarter ($\frac{1}{4}$) of the school day for full-time district students. Ninety-eight (98) minutes constitutes one quarter ($\frac{1}{4}$) of a school day at all levels.

Supervision

A school building shall not be required to alter the building's master schedule, course offerings, or class schedules in order to provide a home education student with the opportunity to attend classes, courses or cocurricular activities in consecutive time periods, at a particular time of the school day, or on a particular day of the week.

When a home education student's class, course or cocurricular activity coincides with the start of the school day, the student shall arrive at the school building at the start of the school day and report to the class, course or cocurricular activity in the same manner as district students.

When a home education student's class, course or cocurricular activity does not coincide with the start of the school day, the student's parent/guardian shall report to the building's office with the student and sign the student into school no earlier than five (5) minutes prior to the start time of the course, class, or cocurricular activity they are attending.

At the conclusion of the course, class or cocurricular activity:

1. If the home education student is scheduled for a course, class or cocurricular activity in a consecutive time period, the home education student will proceed to the next course, class or cocurricular activity.
2. If the home education student is scheduled for a class or cocurricular activity, but it is not scheduled consecutively with the prior class or course, or the home education has nothing else scheduled for the remainder of the school day, the home education student shall report to the building's office. The home education student's parent/guardian shall report to building's office promptly at the conclusion the course, class or cocurricular activity and shall sign the home education student out of school building. The home education student and their parent/guardian shall leave district property.

3. If at the conclusion of the course, class or cocurricular activity, it is the end of the school day, the home education student shall be dismissed from school in the same manner as district students.
4. Home education students may not remain in the school building or on school property during the school day other than when attending scheduled classes, courses or cocurricular activities. Parents/guardians of home education students may not remain in the school building or on school property during the school day while their students are attending scheduled courses, classes or cocurricular activities or while waiting for a scheduled course, class or cocurricular activity. Notwithstanding the foregoing, should the district have an event in the school building or on school property during the school day to which members of the public are invited, home education students and their parents/guardians may attend the event on the same terms and conditions as members of the public.

Assignment

Elementary School

For kindergarten through and including 5th grade, home education students shall be assigned to classes in the same manner as district students.

Middle and High School

Where a home education student has selected for registration a course, class or cocurricular activity and the minimum number of students to operate the course, class or cocurricular activity is not met by the time the master schedule is finalized, consistent with its practices for district students, the course, class or cocurricular activity will be canceled and the district shall not be required to provide the course, class or cocurricular activity.

Where the home education student has selected for registration a course, class or cocurricular activity and the number of students seeking to enroll in the course, class or cocurricular activity exceeds the maximum size for the course, class or cocurricular activity, consistent with its practices for district students, the district shall assign all students to the course, class or cocurricular activity based on the following priority:

1. For cocurricular activities requiring try-outs or auditions, students will be prioritized for enrollment based on their ranking in the try-out or audition.
2. For cocurricular activities which do not require try-outs or auditions, and academic courses or classes, students will be enrolled based on their order of registration provided they meet the eligibility or prerequisite requirements for the course, class or cocurricular activities.

Where the home education student has selected for registration courses, classes or cocurricular activities that are offered at conflicting times on the master schedule, consistent with its practices for district students, the home education student will be assigned to one of the courses, classes or cocurricular activities, provided eligibility and prerequisite requirements are met.

For home education students seeking to enroll mid-year in a course, class or cocurricular activity, consistent with its practices for district students, they may enroll in a class, course and cocurricular activity if space is available, provided eligibility and prerequisite requirements are met.

Home education students may enroll in dual/concurrent enrollment classes in the same manner as district students, provided eligibility and prerequisite requirements are met.

Home education students shall comply with Board policies and administrative guidelines and building rules, regulations, guides and deadlines regarding changes in levels or courses or course withdrawals or additions.



| | |
|---------|---|
| Book | Policy Manual |
| Section | 100 Programs |
| Title | Participation in Career and Technical Education Programs by Home Education Students |
| Code | 137.3 |
| Status | Second Reading |

Authority

The Board approves participation in a career and technical education program by a student enrolled in a home education program who meets all the requirements stated in law and Board policy and administrative guidelines.[1](#)[2](#)[3](#)[4](#)[5](#) [6](#)

Students attending home education programs shall be eligible to participate in a career and technical education program at the Chester County Intermediate Unit's Technical College High School ("TCHS"), in accordance with the TCHS admission policy and procedures on the same basis as other district students.

Guidelines

Students attending home education programs shall be given an equal opportunity to apply for placement in available programs at TCHS.

Prior to enrolling in a career and technical education program, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[1](#) [3](#)[6](#)[7](#)[8](#)

The following conditions shall govern participation in career and technical education programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent or the prerequisites for the career and technical education program.[1](#)[4](#)[6](#)[9](#)
3. Comply with applicable policies and school rules and administrative regulations and guidelines of TCHS regarding student conduct in school and at school-sponsored activities, and comply with all applicable policies and school rules and administrative guidelines of the district when on district property or utilizing district transportation.
[1](#)[10](#)[11](#)[12](#)[13](#)
4. Meet attendance and reporting requirements established for all participants of the career and technical education program, including any sign-in and sign-out procedures for building attendance purposes. Home education students must participate in the required courses for

the program on the same basis as students enrolled in the district, unless an exception has been granted in accordance with applicable Board policy, administrative guidelines and school or program rules.[14]

TCHS shall provide the student's home education program supervisor with a grade for each career and technical education program course completed by a student enrolled in a home education program, in accordance with Board policy and administrative guidelines. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[1][5][15]

Transportation

Students attending home education programs who participate in career and technical education programs may use district transportation to or from the career and technical education program during the times when district transportation is already operating, and space is available.[1]

Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's options for career and technical education programs, as well as a copy of this Board policy, on the district's publicly available website and provide information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for participation in career and technical education programs.

The Superintendent or designee may establish administrative guidelines for prioritization of enrollment in career and technical education programs, in accordance with the Articles of Agreement and the established number of allowable participants for designated programs at TCHS. [1] The Superintendent or designee may establish administrative guidelines necessary to implement this policy.



| | |
|---------------------|----------------|
| Book | Policy Manual |
| Section | 200 Students |
| Title | Attendance |
| Code | 204 |
| Status | Second Reading |
| Adopted | August 1, 2015 |
| Last Revised | July 27, 2020 |
| Prior Revised Dates | 6/26/2017 |

Purpose

The Board **recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.** requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative guidelines. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Definitions

Compulsory Attendance School Ages shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. [\[8\]](#)[\[9\]](#)

With certain exceptions, children from the ages of six (6) to eighteen (18), inclusive, must be in attendance at a school in which the subjects required by law and the State Board of Education are taught in the English language. [\[2\]](#)[\[5\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. [\[8\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. [\[8\]](#)

Person in parental relation shall mean a:[8]

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

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[8]

Authority

~~Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when they s/he receives satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. The term urgent reasons shall be strictly construed and is not intended to permit irregular attendance.~~[3][7][9][10][11][12]

~~The Board considers the following conditions to constitute reasonable cause for absence from school:~~

1. Sickness.[12][9]
2. Quarantine.
3. Death in immediate family.
4. Weather so inclement as to endanger the health of the child or make roads impassable.
5. Observance of a religious holiday.[13]
6. Educational tours and trips, with prior approval.[14]
7. Other exceptional reasons, with the approval of the administration.

~~Attendance need not always be within school facilities. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work study or career education program; the student is receiving approved homebound instruction.~~[3][11][15][16][17][18][19]

~~All absences occasioned by observance of the student's religion shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. The administration shall excuse the student for those days that the parent/guardian provides written documentation of the religious holiday.~~[13]

~~The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program. Such instruction shall not require the child's absence from school for more than thirty six (36) hours per school year, and its organizers must inform the~~

~~Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.~~[\[13\]](#)[\[20\]](#)

~~The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.~~[\[6\]](#)[\[9\]](#)

~~The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, or other urgent reasons.~~[\[11\]](#)[\[12\]](#)

~~The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:~~

- ~~1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons that preclude regular attendance.~~[\[9\]](#)[\[10\]](#)[\[21\]](#)
- ~~2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.~~[\[3\]](#)[\[22\]](#)
- ~~3. Students attending college who are also enrolled part time in district schools.~~[\[23\]](#)
- ~~4. Students attending a home education program in accordance with law.~~[\[24\]](#)[\[25\]](#)
- ~~5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.~~[\[3\]](#)
- ~~6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.~~[\[10\]](#)
- ~~7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.~~[\[10\]](#)[\[16\]](#)

~~The Board may excuse the following students from the requirements of attendance at district schools:~~

- ~~1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.~~[\[3\]](#)[\[15\]](#)[\[18\]](#)
- ~~2. School-age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.~~[\[21\]](#)
- ~~3. Students enrolled in special schools conducted by the Chester County Intermediate Unit or the Department of Education.~~[\[3\]](#)

~~The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of eighteen (18). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.~~[\[7\]](#)[\[26\]](#)[\[27\]](#)

Educational Tours/Trips

~~The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:~~[\[14\]](#)

- ~~1. The parent/guardian submits a written request for excusal prior to the absence.~~
- ~~2. The student's participation has been approved by the Superintendent or designee.~~

3. ~~The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.~~
~~The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.~~

Delegation of Responsibility

The Superintendent or designee shall annually notify students, **persons in parentals/guardians relation**, and staff about the district's attendance policy by publishing such policy in the student handbooks **and newsletters on the** district website and **through** other efficient **communication** methods. [\[6\]](#)[\[39\]](#) [\[1\]](#)[\[11\]](#)

The Superintendent or designee **in coordination with the building principal** shall develop procedures for the attendance of students which: **be responsible for the implementation and enforcement of policy.**

The Superintendent or designee may develop administrative guidelines for the attendance of students which:

1. ~~Ensure a school session that conforms with requirements of state law and regulations.~~[\[28\]](#)[\[29\]](#)
[\[30\]](#)[\[31\]](#)[\[37\]](#)[\[38\]](#)
2. **1. Govern the maintenance** keeping of attendance records in accordance with **law.** state statutes. [\[32\]](#)[\[33\]](#) [\[34\]](#)[\[35\]](#)[\[36\]](#)
- 2.Detail the process for submission of requests and excuses for student absences.**
3. **Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.**
4. **Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.**
5. ~~Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.~~
6. **5.** Ensure that students legally absent have an opportunity to make up work.
7. ~~Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.~~[\[26\]](#)[\[27\]](#)

~~See 204AG1— Attendance Guidelines for more details.~~

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[2\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home. [2] [5] [14] [15] [16] [17] [18] [19] [20]

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

1. **On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.** [3] [4] [21]
2. **Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.** [2] [22]
3. **Students attending college who are also enrolled part-time in district schools.** [23]
4. **Students attending a home education program or private tutoring in accordance with law.** [2] [18] [24] [25] [26] [27]
5. **Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.** [2]
6. **Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.** [4]
7. **Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.** [4] [15]

Excused/Lawful Absence

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

1. **Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.** [3] [6]
2. **Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.** [3]
3. **Quarantine**
4. **Required court attendance.**
5. **Death in the immediate family.**
6. **Weather so inclement as to endanger the health of the student or make roads impassable.**
7. **Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.** [1] [3]

8. **Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.** [\[3\]](#)
 - a. **The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.**
 - b. **The student shall furnish the signed excuse to the district prior to being excused from school.**
10. **Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.** [\[28\]](#)
11. **Nonschool-sponsored educational tours or trips, if the following conditions are met:** [\[3\]](#) [\[29\]](#)
 - a. **The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.**
 - b. **The student's participation has been approved by the Superintendent or designee.**
 - c. **The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.**

12. College, postsecondary institution or career visits, with prior approval.

13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability. [\[3\]](#)[\[6\]](#)[\[30\]](#)

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals –

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

1. **Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.** [\[2\]](#)[\[14\]](#)[\[18\]](#)
2. **Students participating in a religious instruction program, if the following conditions are met:** [\[28\]](#)[\[31\]](#)
 - a. **The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.**
 - b. **The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.**
 - c. **Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.**
3. **School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.** [\[21\]](#)

Parental Notice of Absence –

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) school days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during the school year.

All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above for excused absences shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence. [\[8\]](#)

Parental Notification –

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

Enforcement of Compulsory Attendance Requirements***Student is Truant –***

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. [\[32\]](#)

The notice shall: [\[32\]](#)

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

The notice may include the offer of a School Attendance Improvement Conference. [\[32\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference. [\[32\]](#)

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC. [\[32\]](#)

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. [\[8\]](#)

The following individuals shall be invited to the SAIC: [\[8\]](#)

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

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. [\[32\]](#)

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan (SAIP). The SAIP shall be retained in the student's file. A copy of the SAIP shall be provided to the person in parental relation, the student and appropriate district staff. [\[32\]](#)

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences. [\[32\]](#)

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff: [\[33\]](#)

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student. [\[33\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall: [\[33\]](#)

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

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program. [\[33\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC. [\[33\]](#)

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student. [34]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law. [34]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Pupil Services shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy. [16][35][36][37]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy. [16][35][37]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior. [32]

Charter Schools

Where the district is required by law to prosecute a habitually truant charter school student upon notification by the charter school, the district shall utilize the charter school's attendance policy to determine unlawful absences.

Legal

[1. 24 P.S. 1301](#)

[2. 24 P.S. 1326](#)

[3. 24 P.S. 1327](#)

[4. 22 PA Code 11.12](#)

[5. 22 PA Code 11.13](#)

[6. 22 PA Code 11.41](#)

[7. 22 PA Code 12.1](#)

8. Pol. 200

[9. 24 P.S. 1329](#)

[10. 24 P.S. 1330](#)

[11. 22 PA Code 11.23](#)

[12. 22 PA Code 11.25](#)

[13. 22 PA Code 11.21](#)

[14. 22 PA Code 11.26](#)

[15. 22 PA Code 11.22](#)

[16. 22 PA Code 11.28](#)

17. Pol. 115

18. Pol. 116

19. Pol. 117

[20. 24 P.S. 1546](#)

[21. 22 PA Code 11.34](#)

[22. 22 PA Code 11.32](#)

[23. 22 PA Code 11.5](#)

[24. 24 P.S. 1327.1](#)

25. Pol. 137

[26. 24 P.S. 1333](#)

[27. 24 P.S. 1354](#)

[28. 24 P.S. 1501](#)

[29. 24 P.S. 1504](#)

[30. 22 PA Code 4.4](#)

[31. 22 PA Code 11.1](#)

[32. 24 P.S. 1332](#)

[33. 24 P.S. 1339](#)

[34. 24 P.S. 1338](#)

35. Pol. 218

36. Pol. 233

[37. 22 PA Code 11.2](#)

[38. 22 PA Code 11.3](#)

[39. 24 P.S. 510.2](#)

[24 P.S. 1333.1](#)

[24 P.S. 1333.2](#)

[22 PA Code 11.8](#)

[22 PA Code 11.24](#)

[22 PA Code 11.31](#)

[22 PA Code 11.31a](#)

[42 Pa. C.S.A. 6302](#)

Pol. 103.1

Pol. 113

Pol. 113.3

Pol. 114



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|---------------------|---|
| Book | Policy Manual |
| Section | 200 Students |
| Title | Attendance Guidelines - WC Cyber Program retire |
| Code | 204AG3 |
| Status | Second Reading |
| Adopted | August 24, 2020 |
| Last Revised | July 25, 2022 |
| Prior Revised Dates | 7/26/2021 |

Students are expected to be in attendance daily. For students in grades 6-12, attendance is taken through two measures: daily homeroom check-in via Schoology and completion of some work in all assigned courses within a week.

Parents/Guardians shall provide a written explanation for the absences of a student. These shall be required in advance for types of absence where advance notice is possible.

Excuse forms shall be completed and turned in by the student within three (3) days after return from an absence. The absence of any student failing to comply with this time period will automatically become unlawful and the relevant school laws shall be applied.

Absences

Absences will generally be recognized as cumulative or noncumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent. Noncumulative absences are absences that do not contribute to the specified days students may be absent.

Cumulative Absences. Cumulative absences include both excused and unlawful absences.

Excused absences: Those absences where a licensed practitioner of the healing arts or upon any other satisfactory evidence furnished, shows that a student is unable to attend school and/or class, or is prevented from study because of illness or other urgent reasons, including but not limited to the following:

1. A maximum of ten (10) days absence for students verified by a parental note. All absences beyond the tenth day of parental cumulative absences will require a note from a licensed practitioner of the healing arts.
2. Family vacation, preapproved by the principal, at his/her sole discretion, while school is in session, up to a maximum of five (5) days per school year. The following will be taken into consideration by the principal in granting permission for the trip:
 - a. The student's academic standing.
 - b. The student's attendance record.
 - c. The effect the absence will have on the student's educational welfare.

d. The exceptionality of the request.

3. In lieu of family vacation days, parents may use the five (5) designated days as parent notes for illness or other urgent reasons previously listed. No more than fifteen (15) total days may be excused via a parental note.

Unlawful absences: Any absence which does not meet the definition of an excused absence, including, but not limited to the following:

1. Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from a licensed practitioner of the healing arts.
2. Any absence not excused by a note from a licensed practitioner of the healing arts after ten (10) or fifteen (15) total days of absences verified by receipt of parental excuses.
3. Truancy – Frequent or prolonged absence without satisfactory reason, or willful violation of the compulsory attendance laws, which are subject to the penalties provided for in the school laws of Pennsylvania.
4. Class cut.
5. Unlawful tardies as set forth herein. A tardy is defined as a minimum of one minute of lateness to school. Eight (8) tardies to school and/or early dismissals will be considered one (1) unlawful absence in grades K-8. Unlawful tardies and cutting class in grades 9-12 will be handled under discipline as a Level One offense.
6. Any absence due to a family vacation while school is in session after the fifth of the five (5) day maximum per school year.

For students who are 18 or older and not of compulsory school age, unlawful absences shall be classified as unexcused absences.

Noncumulative absences. The following absences do NOT count against the 15-day limit of cumulative absences:

1. Suspensions from school.
2. Illness verified by a note from a licensed practitioner of the healing arts submitted within three (3) days of a student's return.
3. Death in the family, when accompanied by a note within three (3) days of a student's return. Up to 5 days will be approved for an immediate family member. If services are occurring outside of the country, any additional days will need to be approved by the building administrator.
4. Religious holidays, when accompanied by a note within three (3) days of a student's return.
5. Preapproved college visits, when College Visit Permission/Verification Form 204AG2 is submitted.
6. Court hearings involving Children, Youth & Families or Juvenile Probation Officer.
7. A student can be excused from school to participate in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The organization or unit must provide the student with a signed excuse detailing the date, location and time of the event or funeral. The student must furnish the excuse to the school district prior to being excused.

Additional Guidelines

1. **Up to 15 days of consecutive absences:** Parents can use 5 vacation days and 10 parent notes. Notes from a licensed practitioner of the healing arts will be required for all future absences or they will be considered unlawful for students of compulsory age and unexcused for students over the age of 18. If a student does not return on the 16th day, the district will follow the compulsory attendance guidelines. Unless the district has been provided with evidence that the absence may be legally excused or the district is pursuing compulsory attendance prosecution, the student will be dropped from the district's active attendance roll after 10 days of absence. If the student is in the US, the absence will be coded as withdrawn-dropped. If the student is out of the country, the absence will be coded as withdrawn-moved. If the student returns, the parent will need to reenroll the student. Removal from the district's active attendance roll does not remove the parent/guardian's compulsory attendance obligations for the student and the district may pursue citations and/or referral to Children, Youth & Families.
2. **A single absence more than 5 consecutive days in length:** A licensed practitioner of the healing arts note is required by the 6th day of absence, even if parent notes have not been exhausted.

3. **15 or more days of absences, excused by a licensed practitioner of the healing arts:** The school nurse will call the licensed practitioner of the healing arts to seek more information regarding the absences to ensure that the appropriate supports can be put in place for the students.
4. **Notifications/Student Attendance Improvement Plan (SAIP):** Parents/guardians will be contacted via mail and/or phone call regarding their child's fourth unlawful absence with a request to complete a Student Attendance Improvement Plan (SAIP). The SAIP conference can include the student, family, school team, and outside supports. At the sixth unlawful absence a referral to Children, Youth and Families or an attendance improvement program will be completed and citations can be issued to a District Magistrate.
5. **A College Visit Permission/Verification form (204AG2)** must be completed and is required for each college visit. The student must submit the form to the building principal or designee in advance of the college visit for approval. The building principal or designee may approve the college visit in his or her sole discretion. If approved, the form must be signed by a representative of the college and then submitted to the attendance secretary within 3 days of returning from the visit. If the form is not preapproved by the building principal or designee, signed by a representative of the college or isn't timely submitted, it will be considered an unlawful absence.

Attendance Monitoring Process

Students who have frequent absences from one or more cyber courses will be monitored more closely to support their progress in the WC Cyber Program.

1. Whenever a student misses ten (10) days (five (5) for a semester course) of cumulative absence or has missed the same class ten (10) days (five (5) for a semester course), the student's counselor and/or Cyber Administrator may meet with the student and review the attendance record. As a result of the meeting, the parent/guardian may be notified in writing of the student's absence record. Parents/Guardians may be notified that all absences beyond the tenth absence will require a note from a licensed practitioner of the healing arts.
2. An Attendance Review Team (ART), consisting of the Cyber Administrator, counselor and other staff deemed necessary by the administrator, may review the student's absence record when a student has missed a total of ten (10) days (five (5) for a semester course) of cumulative absence or has missed the same class ten (10) times (five (5) for a semester course). The team may hold a parent/guardian conference with the student to discuss the absence record. The Cyber Administrator shall make the request for the conference in writing if the parent/guardian does not respond to a phone call. As part of this conference, it may be deemed necessary for the student to report to the Cyber Center to work with the Cyber Teacher to get their learning back on pace.
3. The team shall continue to monitor the student's absence record. When the student has missed a total of fifteen (15) days (eight (8) for a semester course) of cumulative absence or has missed the same class fifteen (15) times, the team may review the record again and notify the parent/guardian in writing of the record and possible consequences, including the requiring the student to attend in person sessions at the Cyber Center (Fugett Middle School) and/or the potential removal from the WC Cyber Program. The team will consider if a cyber setting is the best learning environment for the student on a case-by-case basis. A parent/guardian conference may be requested.
4. When a student has missed a total of twenty (20) days (ten (10) for a semester course) of cumulative absence or has missed the same class twenty (20) times, the ART may reconvene to review the student's absence record. The team shall determine if a recommendation for no course credit (high school students, only) will be made to the Cyber Administrator. The team shall consider whether to make a recommendation for retention in grade (elementary and middle school students, only). The team will also consider if a cyber setting is the best learning environment for the student on a case-by-case basis.

5. The Cyber Administrator shall review the recommendation by the team and make a recommendation to the Cyber Administrator that no course credit be awarded (high school students, only). If the Cyber Administrator supports the recommendation, the parent/guardian shall be notified in writing of the consequence. The decision of the Cyber Administrator shall be final. Where it is determined that course credit will be denied, the student will earn the grade for the course, but be denied the credit. Where a recommendation for retention is made (~~elementary~~ and middle school, only), referrals consistent with Board Policy 215 will be made.
6. The Superintendent or his designee shall review any recommendation by the team that the student be removed from the Cyber program and be returned to their school of residence. If the Superintendent or his designee supports the recommendation, the parent/guardian shall be notified in writing of the student's return to their school of residence. The decision of the Superintendent or his designee shall be final. Notwithstanding the foregoing, the District shall comply with placement procedures for students IEPs of 504 plans where required by law.



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| Book | Policy Manual |
| Section | 200 Students |
| Title | Promotion and Retention |
| Code | 215 |
| Status | Second Reading |
| Adopted | September 25, 2017 |

Purpose

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district shall establish and maintain academic standards for each grade and monitor individual student achievement in a continuous and systematic manner.

Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress, system of grade levels, and attainment of the academic standards established for each grade.

The evaluation of ~~pupils~~ **students** must be a continuous and forward-looking process producing a creative effect which improves present and future behavior and practice. The concern in the total evaluation process is the whole ~~child~~ **student**: ~~his/her~~ growth in an academic sense as well as ~~his~~ physical, social and emotional development.

A student shall be promoted when ~~s/he has~~ **they have** successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers, school team and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge or meeting goals on an individual student plan. No student shall be retained in a grade level for more than one year.

Delegation of Responsibility

The Superintendent or designee shall develop administrative ~~regulations~~ **guidelines** for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained. ~~See 215AG1—Promotion and Retention Guidelines.~~

References:

School Code - 24 P.S. Sec. 1531, 1532, 1533

State Board of Education Regulations - 22 PA Code Sec. 4.12, 4.13, 4.42

Board Policy 000, 100, 212, 213, 217



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| Book | Policy Manual |
| Section | 200 Students |
| Title | Student Conduct/Disciplinary Action Schedule |
| Code | 218AG1 |
| Status | Second Reading |
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| Last Revised | July 25, 2022 |
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Student Discipline **Respecting Members of the School Community**

The fundamental premise of Board policy and guidelines related to student discipline is that students will show tolerance to all members of the school community. The Board shall adopt a Code of Student Conduct/Disciplinary Action Schedule to govern student discipline, and students shall not be subject to disciplinary action because of race, age, sex, color, religion, creed, sexual orientation, gender identity, national origin, ancestry, marital status, pregnancy, or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct/Disciplinary Action Schedule governing student discipline.

The West Chester Area School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. **As Pp** provided by Section 1317 of the **Pennsylvania** School Code of **1949, as amended**, the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals, and Principals over Pupils; every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils **students** as their parents/guardians or persons in parental relation with the student when: (a) they are attending school in person, including technical college high schools, or remotely through a cyber program or by other virtual platforms; (b) during the time they are going to and from their homes to school or technical college high schools; and (c) when attending school-sponsored events and activities either as a participant or spectator.

- The teachers have the responsibility to maintain a suitable environment for learning, and the administrators have the responsibility for maintaining and facilitating the educational programs.
- The principal is authorized by statute to suspend students for cause.
- Rules and regulations shall be published and reviewed with students at the opening of each school year and shall be posted in prominent locations throughout each school as well as online. Copies shall be available in each school and also to students and parents/guardians upon request.
- The principal shall be responsible for informing both parents/guardians and students of school rules and regulations at the opening of the school year.
- The teacher has the authority to send a student from a class to an appropriate school official for cause.

- Teachers and school administrators shall administer discipline within federal and state statutes, regulations and guidance, and other specific policies **and administrative guidelines** relating to student behavior and discipline as adopted by the Board.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the Board has approved a Disciplinary Action Schedule for the district's schools. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip teachers and school administrators for their disciplinary responsibilities. The schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, students must understand that administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered.

The provisions of this policy apply to all district schools, programs and platforms, unless specifically noted herein.

WHY DISCIPLINE?

Discipline should, as a minimum, have three (3) objectives in mind:

- PRESERVE the optimum environment in which to deliver instructional services.
- RESPOND to disruptive influences with corrective measures in a firm and consistent manner while attempting to correct deviant behavior and keep disrupters in school.
- REMOVE, as a last resort, the disrupters from the educational environment so that the majority may pursue their educational goals.

As present law now stands, it is the responsibility of the Board to continue with the education of the student until age eighteen (18) whether in the formal educational setting or in a setting outside that environment.

ELEMENTARY-STUDENT EXPECTATIONS

I. ELEMENTARY CODE OF CONDUCT

- Students will respect everyone's right to learn.
- Students will choose ways to resolve conflict without fighting.
- Students will accept others for who they are and respect differences.
- Students will show proper respect for:
 - Themselves.
 - Other Students.
 - Adults.
 - School property.
 - Personal property.

II. STUDENT JOB DESCRIPTION

~~My education is important. To the best of my ability, I will:~~

- ~~Be a good citizen of school.~~
- ~~Arrive at school on time every day.~~
- ~~Complete my homework and be prepared every day.~~
- ~~Be a cooperative learner.~~
- ~~Ask for help when I need it.~~
- ~~Help others when possible.~~
- ~~Demonstrate a positive attitude.~~
- ~~Follow school and classroom rules.~~

Students have the responsibility to conduct themselves according to the Code listed above and to **meet their responsibilities by following the Responsibilities of Students Job Description listed below.** Students who fail to do so will be subject to follow the schedule of disciplinary action.

Responsibilities of Students

These responsibilities and expectations are to be an integral part of student behavior enroute to and from school, during all extracurricular activities, day and field excursions, as well as within the typical school day and setting.

- 1. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to district and school rules and regulations.**
- 2. Students, in conjunction with the administration and faculty, share a responsibility to develop a climate within the school that is conducive to wholesome learning and living.**
- 3. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.**
- 4. Students should express their ideas and opinions in a respectful manner.**
- 5. Student should:**
 - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.**
 - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.**
 - c. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.**
 - d. Assist the school staff in operating a safe school for the students enrolled therein.**
 - e. Comply with applicable laws.**
 - f. Exercise proper care when using public facilities and equipment.**
 - g. Attend school daily and be on time at all classes and other school functions.**
 - h. Make up work when absent from school.**
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by the district.**
 - j. Report accurately in student media.**
 - k. Not use obscene language in student media or on school premises.**

ADMINISTRATIVE ACTION
ELEMENTARY AND SECONDARY

At times during the school year, student misbehavior will necessitate action on the part of the Board. At this point, the school administration will have exhausted all approaches in attempting to correct the student's misbehavior. The administration may have, at various times, worked with the resources and shall keep records and documentation as evidence of other efforts. The resources shall include among others:

- Parents/guardians.
- Teachers.
- Guidance counselor.

- Social worker/counselor.
- Community resource personnel.
- Social agencies.
- Psychologist.

The breach of discipline within the schools will probably fall into two (2) major classes of offense:

1. Violation of the rules of conduct of the school (see Level I, II and III).
2. Violation of rules of conduct of the school because they are a violation of the law (a crime has been committed) (see certain Level III offenses).

This second category of infractions calls for dual corrective action of a school administered response as well as a community administered response. The school action would be considered a Level III infraction. In addition, the appropriate law enforcement agency would be brought into the matter and it may take action in addition to the penalties set forth herein.

SCHOOL OFFENSES

Any student subjected to disciplinary action which involves his/her **their** removal from the normal classroom environment is still to demonstrate mastery of all subject matter for advancement to the next grade level. It is the responsibility of the student subjected to such disciplinary action to ensure that s/he **they** remains current with course subject matter and that s/he **they** arranges with the administration for the taking of any examinations missed due to absence from school.

Parents/guardians of said student shall be notified immediately **as soon as practicable**, by phone, if possible, and in writing when a student has been suspended internally or externally from class.

Possession, distribution or use of alcoholic beverages or ~~drugs~~ **controlled substances** will result in the application of Board Policy 227.

A student who is on suspension shall not participate in, or attend any extracurricular school activity during the period of suspension or Saturday School. This will be in effect immediately upon notification of the suspension. Suspension shall be in effect until the start of the first school-day that the student is eligible to return to school. A student who is participating in an extracurricular activity must be in school in order to participate. Further, a student will be subject to the terms of the Extracurricular Code of Conduct.

I. ELEMENTARY SCHOOL DISCIPLINARY ACTION SCHEDULE

Different offenses should require different responses. The following is a categorization of offenses into levels.

A. LEVEL I

1. Use of personal and district technology devices in violation of Policy 237 (including misuse of the internet)
2. Disrespect to peer(s)
3. Student Integrity (Policy 218.3)
4. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

B. LEVEL II

1. Cutting class
2. Smoking, Tobacco and Vaping Products; Non-tobacco products (Policy 222)
3. Insubordination
4. Fighting
5. Defacing school property
6. Violation of Student Acceptable Use of Internet, Computers and Network Resources (Policy 252) (including misuse of the internet)
7. Verbal assault
8. Intimidation

9. Foul and abusive language/gestures
10. Theft
11. Peer conflict/disrespect/disturbance
12. Use of personal and district technology devices in violation of Policy 237 (including misuse of the internet)
13. Student Integrity (Policy 218.3)
14. Other more serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

C. LEVEL III

1. Physical assault
2. Possessing a weapon (Policy 218.1)
3. Arson, false alarm, or 911 Call
4. Bomb threats
5. Vandalism
6. Controlled substance/paraphernalia (Policy 227)
7. Discrimination/Title IX Sexual Harassment-affecting Students (Policy 103)
8. Intentional contact
9. Terroristic threats (Policy 218.2)
10. Bullying (Policy 249)
11. Student Integrity (Policy 218.3)
12. Hazing (Policy 247)
13. Sexual Assault
14. False Safe2Say report
15. Commission of any act punishable under the Pennsylvania Crimes Code
16. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

II. ELEMENTARY SCHOOL ADMINISTRATIVE ACTION SCHEDULE

The Administration Action Schedule shall be interpreted by the principals and their designees in a manner which they deem just given the circumstances of the individual case.

~~For students attending by other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.~~

A. LEVEL I

Disciplinary options may include, but are not limited to, any one or more of the following:

1. Verbal reprimand
2. Detention
3. Restrictions
4. Parent/guardian notification and/or conference
5. Internal suspension

B. LEVEL II

Disciplinary options may include, but are not limited to, any Level I disciplinary option, plus any one or more of the following:

1. External suspension~~(except in the case of truancy)~~
2. Notification of local law enforcement agency (who may take action in addition to the penalties set forth herein).

C. LEVEL III

The offenses in this class are of a nature that their commission may represent a violation of law and may be subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment. The local law enforcement agency will be notified of all Level III offenses and may take action in addition to the penalties set forth herein. In addition, the following action may be taken:

1. A first offense may result in a ten (10)-day external suspension from school or other Level II disciplinary option, where appropriate.
2. A second offense may result in a ten (10)-day external suspension from school and a Board hearing ~~shall~~ **may** be held with administration recommendation for exclusion of the student for the remainder of the school year

The administrator may, if ~~he/she~~ **they** considers the committing of offenses in this category serious enough to be a threat to the health, safety or welfare of others, request Board hearing for exclusion of the student upon commitment of the offense for the first time.

III. SECONDARY DISCIPLINARY ACTION SCHEDULE

Different offenses should require different responses. The following is a categorization of offenses into levels.

A. LEVEL I

1. Unexcused lateness to school (*HIGH SCHOOL ONLY*)
2. Unexcused lateness to class
3. Not reporting to detention
4. Failure to sign in at attendance
5. Student Integrity (Policy 218.3)
6. Not reporting to Saturday School (1st offense)
7. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

B. LEVEL II

1. Cutting class
2. Leaving school or class without permission
3. Smoking, Tobacco and Vaping Products; Non-tobacco products (Policy 222)
4. Insubordination
5. Fighting
6. Defacing school property
7. Violation of Student Acceptable Use Policy 252 and related policies (including misuse of the internet)
8. Verbal assault
9. Intimidation
10. Forgery
11. Foul and abusive language/gestures
12. Failure to give name
13. Not reporting to Saturday School (2nd or more offense)
14. Peer conflict/disrespect/disturbance
15. Student Integrity (Policy 218.3)
16. Use of personal technology and technology devices in violation of Policy 237 (including misuse of the internet)
17. Seventh Level I Offense
18. Other more serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

C. LEVEL III

1. Theft

2. Physical assault
3. Possessing a weapon (Policy 218.1)
4. Arson, false alarm, or 911 call
5. Bomb threats
6. Vandalism
7. Controlled substance/paraphernalia (Policy 227)
8. Extortion
9. Discrimination/Title IX Sexual Harassment affecting Students (Policy 103)
10. Intentional contact
11. Terroristic threats (Policy 218.2)
12. Bullying/Cyberbullying (Policy 249)
13. Student Integrity (Policy 218.3)
14. Hazing (Policy 247)
15. Sexual Assault
16. False Safe2Say Report
17. Commission of any act punishable under the Pennsylvania Crimes Code
18. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

IV. SECONDARY ADMINISTRATIVE ACTION

The Administrative Action Schedule shall be interpreted by the principals and their designees in a manner which they deem just given the circumstances of the individual case.

For students attending the cyber program or other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.

A. Level I

1. Unexcused lateness to school (*High School ONLY*):
 - a. Each of the first four (4) offenses in a semester will be recorded in the student's file.
 - b. Fifth, sixth, seventh and eighth offenses in a semester will result in the student receiving one day of after school detention for each offense for students attending in person programs. For students in the cyber program or other virtual platform, the fifth, sixth, seventh and eighth offenses in a semester will result in a parent conference with teaching~~ers~~ and cyber administration.
 - c. Upon the recording of the ninth or more lateness in a semester, the result will be one day of Saturday School.
2. Unexcused lateness to class:
 - a. One (1) day of after school detention will be assigned for each offense for students attending in person programs. For students in the cyber program or other virtual platform, each offense will result in a parent conference with teaching~~ers~~ and cyber administration.
 - b. Upon recording of the ninth or more lateness in a year, the student will be assigned one day of Saturday School.
3. Not reporting to detention/late room:
 - a. One (1) day of Saturday School
4. Failure to sign in at attendance:
 - a. One (1) day of after school detention will be assigned for each offense for students attending in person programs. For students in the cyber program or other virtual platform, each offense will result in a parent conference with teaching~~ers~~ and cyber administration.

b. Upon recording of the ninth or more failure to sign in at attendance, the student will be assigned one day of Saturday School.

5. Student Integrity (see Policy 218.3)

6. Not Reporting to Saturday School (1st offense):

a. One-day external suspension and the student must repeat the Saturday School.

7. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction:

a. First, second, third and fourth offenses will result in a detention for students attending in person programs. For students in the cyber program or other virtual platform, first, second, third and fourth offenses will result in a parent conference with teachers and cyber administration

b. Upon recording of the fifth or more Level I offense, the student will receive a day of Saturday School.

NOTE: The accumulation of seven (7) Level I offenses shall result in a student being credited with one (1) Level II offense. Thereafter, subsequent accumulations of seven (7) Level I offenses shall likewise result in additional crediting of Level II offenses.

B. LEVEL II

1. With the exception of smoking/tobacco and vaping products/non-tobacco products use, fighting, verbal assault, and cutting Saturday School, these offenses, being of a more serious nature, will result in the following actions:

NOTE: The offense may be a repeat of a prior Level II offense or combination of offenses. Some Level II offenses may result in appropriate legal action.

- a. The first, second, third, and fourth offense will result in one (1) day of Saturday School for each offense.
- b. The fifth offense will result in a three-day external suspension and a mandatory principal conference with the parent/guardian and student.
- c. A sixth offense will result in a five-day external suspension. An informal hearing shall be held with the parent/guardian and the student.
- d. A seventh offense will result in a ten-day external suspension from school and a Board hearing may be held with administration recommendation for exclusion of the student from school for the remainder of the school year.

2. Smoking/tobacco and vaping products/non-tobacco products use and verbal assault will result in the following action:

- a. Each offense will result in a three-day external suspension.
- b. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(b) or higher level guidelines set forth above.
- c. If the first offense is the seventh or subsequent Level II offense, the administrative action shall follow the Level II (1) (d) or higher level guidelines set forth above.

3. Fighting will result in the following action:

- a. Each offense will result in a three to five-day external suspension and the local law enforcement agency will be notified, which may take action in addition to the penalties set forth herein.
- b. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(c) or higher level guidelines set forth above and local law enforcement will be notified which may lead to further actions in addition to the penalties set forth herein.

4. Not reporting to Saturday School will result in the following action:

- a. A first offense will result in a one-day external suspension and the student must repeat the

Saturday School.

b. A second or subsequent offense will result in a one-day external suspension **and the student must** repeating the Saturday School.

c. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(b) or higher level guidelines set forth above.

5. Student Integrity (see Policy 218.3)

The administrator may, if ~~he/she~~ **they** considers a Level II offense sufficiently severe or disruptive to the school environment, provide for up to a three (3) day external suspension for any Level II offense.

C. LEVEL III

The offenses in this class are of a nature that their commission may represent a violation of law and be subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment. The local law enforcement agency will be notified on all Level III offenses and may take action in addition to the penalties set forth herein. In addition, the following action may be taken:

1. A first offense will result in a 10-day external suspension from school or other Level II disciplinary option, where appropriate.
2. A second offense shall result in a 10-day external suspension from school and a Board hearing ~~shall~~ **may** be held with administration recommendation for exclusion of the student for the remainder of the school year.

The administrator may, if ~~he/she~~ **they** considers the committing of offenses in this category serious enough to be a threat to the health, safety or welfare of others, request Board hearing for exclusion of the student upon commitment of the offense for the first time.

V. Definitions & Special Notes

1. **Bullying** – Is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive; and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school. Bullying includes cyberbullying. (See Policy 249).
2. **Discrimination** – Discrimination is defined in accordance with the definitions found in Policy 103.
3. **Disrespect to Peer(s)** - Teasing and name calling, ~~–~~ oral or written, that does not rise to the level of bullying.
4. **Extortion** – Intentionally obtaining or withholding property of another by threatening to (1) inflict bodily harm on anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.
5. **False Safe2Say Report:** knowingly or intentionally making a false Safe2Say report.
6. **Fighting** – An encounter with blows or other physical contact involving two or more students.
7. **Forgery** – Reproducing a parent's or guardian's signature, altering school records, other offenses as set forth in the Pennsylvania Crime Code, 18 Pa. C.S. §§ 4104 et. seq. as may be amended, or other similar actions.
8. **Foul and Abusive Language/Gestures** – Use of language or gestures that is vulgar, profane, or lewd.
9. **Hazing** - Hazing is defined in accordance with definitions found in Policy 247.
10. **Insubordination** – Refusing to follow a reasonable directive of either a school district professional employee or administrator acting within the scope of ~~his/her~~ **their** authority.

11. Intentional Contact – Intentionally causing contact with another, when such contact is neither invited or provoked and the purpose of such contact is insubordination, harassment, extortion or the threat or suggestion of physical assault. Intentional shoving, hitting, kicking, slapping, bumping, holding, pushing and throwing objects with a wrongful purpose are examples of such conduct. Unintentional or inadvertent conduct, reflexive conduct or conduct taken in the reasonable belief of self-defense or invitational, or conduct by a student with a recognized disability which affects his or her **their** ability to control his or her **their** actions, are not included. Even if provoked, persisting in such contact when a reasonable opportunity to stop is available, shall be included.

12. Intimidation – To frighten or make timid another student by threats, or other aggressive actions or language.

~~**13. Minor Bus Problems** – Those behaviors that are not chronic or jeopardize the safety of others.~~

~~**14. Misuse of the Internet** – Obtaining access to the Internet intentionally and without proper authorization or misuse of the Internet which can be viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, **discrimination, harassment,** inappropriate language, **violation of Board policy or administrative guidelines** or any violation of local, state or federal laws relating to use of the Internet. (Policies 237, 252)~~

~~**15. Physical Assault** – (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; (2) negligently causes bodily injury to another with a deadly weapon; (3) attempts by physical menace to put another in fear of imminent serious bodily harm; or (4) any offense prohibited by Chapter 27, "Assault", of the Pennsylvania Crimes Code (18 Pa. C.S.A. § 2701 et seq; and as may hereafter be amended).~~

~~**16. Plagiarism** – Intentionally or unintentionally stealing and using the idea, structure, language, context or writings of another as one's own without crediting the original author through parenthetical documentation, footnotes or bibliography.~~

~~**17. School Personnel** - Any school board member, school employee, agent, volunteer, contractor or other person subject to the supervision and control of the District.~~

~~**18. Sexual Assault** - Sexual offenses as defined in Chapter 31 of the Pennsylvania Crimes Code~~

~~**19. Student Integrity** – A violation of the student integrity policy (Board Policy 218.3), which includes, academic dishonesty **and plagiarism in accordance with the definitions in Policy 218.3.** Academic dishonesty is the act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. Academic dishonesty includes, but is not limited to, a student copying an assignment or test and submitting it as his/ her own; allowing someone to copy an assignment or test and submit it as his/her their own; unauthorized use of or communicating with notes, calculators, computers, textbooks, cell or smart phones, or any other electronic device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the teachers; working with others on a project that was assigned individually; or securing answers in any other dishonest manner. Plagiarism (defined herein) is also a violation of the student integrity policy.~~

20. Technology

A. Personal Technology Devices (personal technology) - shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data, not owned by the District. These include, but are not limited to, such devices as cellular telephones, smartphones, handheld computers, laptop computers, tablet computers, digital musical players, including without limitation iPods and MP3 players, and still and video cameras and wearable technologies including without limitation smart watches, smart glasses, or earbuds.

B. District technology devices (district technology) shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data, that is owned by the district and loaned to students for academic purposes. These include, but are not limited to, such devices as handheld computers, tablet computers, and laptop computers, still and video cameras.

21. Terroristic Threats – A threat communicated either directly or indirectly to commit any crime of violence with the intent to: terrorize another; cause evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror, or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. (Policy 218.2)

22. Theft – Withholding property of another permanently or for such an extended period as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make unlikely that the owner will recover it; or any offense prohibited by Chapter 39, "Theft and Related Offenses", of the Pennsylvania Crime Code (18 Pa. C.S.A. § 3901 et seq. and as may hereafter be amended).

23. Title IX Sexual Harassment – Title IX Sexual Harassment is defined in accordance with the definitions in Policy 103.

24. Tobacco, Smoking and Vaping products; Non-tobacco products – State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

a. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

b. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

c. Any product containing, made or derived from either:

Tobacco, whether in its natural or synthetic form; or
Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

d. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Student smoking of any non-tobacco products or the possession of non-tobacco products in a form in which they may be smoked, including but not limited to non-tobacco cigarettes, cigars and little cigars (collectively "non-tobacco products") is prohibited.

25. Vandalism – Damaging tangible and intangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible and intangible property of another.

26. Verbal Assault – Verbally addressing a teacher with lewd, vulgar or profane language and in an aggressive or otherwise disrespectful manner.

27. Weapons in the School – Weapons shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable

of inflicting serious bodily injury. Students are prohibited from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity or while the student is coming to or from school. (See Board Policy 218.1)

SPECIAL NOTES:

Defacing school property and vandalism represent the same type of deviant behavior. For purposes of response, damages in excess of \$10 will be considered as vandalism while those of less than \$10 will generally be considered as defacing school property. In cases of less than \$10 in damages, discretion may be exercised by the Administrator in classifying the action as vandalism based on extenuating circumstances, e.g. repeated offenses. In all cases, however, restitution will be sought with the application of disciplinary action as stated in the policy.

Pursuant to subsection 'a' of the statute 1317.2 of the Pennsylvania School Code, a school district or area technical college high school shall expel for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Incidence of students possessing weapons will be reported to the student's parents/guardians and shall be reported to the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. However, weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authority.

Use of personal and district technology devices in violation of Policy 237 is a Level II offense where an administrator considers the student's actions sufficiently severe or disruptive to the school environment.

Terms otherwise undefined by this regulation shall be interpreted in the same manner as similar or identical terms in the Pennsylvania Crimes Code.



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|---------------|---------------------|
| Book | Policy Manual |
| Section | 200 Students |
| Title | Terroristic Threats |
| Code | 218.2 |
| Status | Second Reading |
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| Last Revised | September 27, 2021 |
| Last Reviewed | December 15, 2014 |

Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, and similar transmissions.^[1]

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to: terrorize another; cause evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror, or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.^[1]

Authority

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member, or property owned, leased, or being used by the district.

Delegation of Responsibility

The Superintendent or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations **guidelines**, the procedures set forth in the memorandum of understanding with local law enforcement officials, and the district's emergency preparedness plan.^{[2][3][4][5][6]}

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [3][4]

Staff members and students shall be made aware of their responsibility for informing the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat. [4][7]

The threat assessment team shall immediately inform the Superintendent or designee, School Safety and Security Coordinator and building principal of a terroristic threat, in accordance with Board policy and administrative regulations **guidelines**. [4]

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [2][6][8][9][10]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [6][9][11]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form. [6][8]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [6][11][12][13][14][15]

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others. [4][14][16]

Legal

[1. 18 Pa. C.S.A. 2706](#)

[2. 24 P.S. 1302.1-A](#)

[3. 24 P.S. 1302-E](#)

4. Pol. 236.1

5. Pol. 805

6. Pol. 805.1

[7. 22 PA Code 12.2](#)

[8. 24 P.S. 1303-A](#)

[9. 22 PA Code 10.2](#)

[10. 22 PA Code 10.22](#)

[11. 22 PA Code 10.23](#)

[12. 20 U.S.C. 1400 et seq](#)

13. Pol. 103.1

14. Pol. 113.1

15. Pol. 113.2

16. Pol. 233

[22 PA Code 10.25](#)

[34 CFR Part 300](#)

Pol. 000



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|---------------|-------------------|
| Book | Policy Manual |
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| Code | 218.3 |
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| Last Reviewed | June 22, 2015 |

Purpose

The district supports students' learning and academic achievement by encouraging them to produce academic work that is their own best effort, done with integrity, and displaying the best academic ethical behavior. Academic dishonesty and plagiarism are unacceptable, and those engaged in such acts will face disciplinary consequences.

Authority

Violations of this policy shall subject students to disciplinary action ~~as outlined herein~~. This policy covers all school-related tests, quizzes, and in and out-of-class assignments and projects.

Definitions

Academic dishonesty is defined as the act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. **Academic dishonesty** includes, but is not limited to: a student copying an assignment or test/**quiz** and submitting it as his/her **their** own; allowing someone to copy an assignment or test/**quiz** and submit it as his/her **their** own; unauthorized use of or communicating with notes, calculators, computers, textbooks, cell or smart phones, or any other electronic device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the teachers; working with others on a project that was assigned individually; or securing **or sharing** answers in any other dishonest manner.

Plagiarism is defined as intentionally or unintentionally stealing and using the idea, structure, language, context or writings of another as one's own without crediting the original author through parenthetical documentation, footnotes or bibliography.

Guidelines

When academic dishonesty or plagiarism takes place at the elementary school level, it shall be addressed by the classroom teacher on an individual basis.

When academic dishonesty or plagiarism takes place at the secondary levels, it shall be reported by the teacher to the building principal.

Secondary Action Schedule for Plagiarism and Academic Dishonesty

1st Offense - Zero on the assignment/project/test/**quiz**, and parent/guardian notification.

2nd Offense - Zero on the assignment/project/test/**quiz**, parent/guardian notification, and Saturday School. The offense shall be categorized as a Level II offense under 218AG1.

3rd Offense - Zero on the assignment/project/test/**quiz**, parent/guardian notification, and a five (5) to ten (10) day external suspension. The offense shall be categorized as a Level II offense under 218AG1.

Subsequent Offenses - Zero on the assignment/project/test, parent/guardian notification, and a five (5) to ten (10) day external suspension. The offense shall be categorized as a Level II offense under 218AG1.

The building principal may, if s/he **they** considers an act of plagiarism or academic dishonesty sufficiently severe or disruptive to the school environment or a threat to the health, safety or welfare of others, treat any offense as a Level III offense, resulting in a zero on the assignment/project/test/**quiz** and discipline for Level III offenses as set forth in the secondary administrative action schedule in Policy 218AG1.

If a student is found to have committed academic dishonesty or plagiarism, the National Honor Society advisor will be notified.

Legal

Pol. 218