



**WEST CHESTER AREA SCHOOL DISTRICT**  
**Education Committee Meeting**  
August 16, 2021  
6:30 p.m.  
Zoom/Livestream Meeting

**AGENDA**

★	Approval of the June 21, 2021 Education Committee Meeting Minutes (see attached)	S. Tiernan
★	Approval of New Policy 236.1 – Threat Assessment and 236.1AG1 (see attached)	L. Ranieri
★	Approval of Revised Policy 218.1 Weapons (see attached)	B. Sokolowski
★	Approval of Revised Policy 218.2 – Terrorist Threats (see attached)	B. Sokolowski
★	Approval of Revised Policy 247 – Hazing (see attached)	B. Sokolowski
★	Approval of Revised Policy 249 – Bullying/Cyberbullying (see attached)	B. Sokolowski
★	Approval of New Administrative Guideline 252AG4 – Home Access to the Internet (see attached)	M. Wagman
★	Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources (see attached)	M. Wagman
★	Approval of Revised Policy 717 – Employee Wireless Communication Devices (see attached)	M. Wagman
★	Approval of Revised Policy 815.1 – Social Media (see attached)	M. Wagman
★	Approval of Revised Policy 916 – School Volunteers (see attached)	S. Missett
★	Approval to Retire Administrative Guideline 916AG2 Non-Parent Volunteer Disclosure Form (see attached)	S. Missett
●	Summer Academy Report (see attached)	S. Missett
★	Approval of Health and Safety Plan (see attached)	B. Sokolowski

★ *Committee Voting Item*

**Committee Protocol for Responding to Comments from the Public:**

1. *There will be a public comment period at the end of the meeting on agenda items only ([Policy 903](#)).*
2. *A community member will be called upon by the Committee Chair or designee.*
3. *If the comment can be answered quickly, or can be answered in order to clarify information, someone will respond.*
4. *If a community member has a more detailed question about a topic, the committee chair may refer the person to the superintendent or appropriate administrator to make an appointment so the question can be answered in more detail.*



**WEST CHESTER AREA SCHOOL DISTRICT  
Education Committee**

**June 21, 2021  
Spellman Education Center Board Room  
Start: 6:45 – Finish: 7:13**

**Attending Committee Members:**

Sue Tiernan (Chair),  Joyce Chester,  Daryl Durnell,  Kate Shaw

**Other Board Members:**

Gary Bevilacqua,  Brian Gallen,  Karen Herrmann,  Chris McCune,  Randell Spackman

**Administration:**

Jim Scanlon,  Robert Sokolowski,  Sara Missett,  Tammi Florio,  Michael Wagman,  Dawn Mader

**Items on Agenda:**

- Approval of the May 10, 2021 Education Committee Meeting Minutes
- Approval of 3<sup>rd</sup> Grade Social Studies Texts 6:45 – 6:58
- Approval of Health and Safety Plan for 2021-2022 6:58 – 7:12

**Education Committee Actions/Outcomes to be placed on June 21th Board Agenda for Approval:**

<b>Agenda Item</b>	<b>Vote</b>
• Approval of the Education Committee Meeting Minutes – May 10, 2021	4-0
• Approval of 3 <sup>rd</sup> Grade Social Studies Texts	4-0
• Approval of Health and Safety Plan for 2021-2022	4-0

**June 21th Board Consent Agenda Items:**

- **Approval to Establish the Following Account(s):**
  - Approval to Establish Mary C. Howse ES Field Trip Fund
  - Approval to Establish Fugett MS Future City
- **Approval of the Following Study/Excursion Trip(s):**
  - East-Henderson HS – France-Italy, Tues-Fri 6.21.22-7.1.22
- **Approval of Revised Board Policy 001 - Name and Classification, Second Reading**
  - Approval of Revised Board Policy 001 - Name and Classification, Second Reading

**Items to be discussed at a later date:** None



Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1
Status	Review

### **Purpose**

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

### **Authority**

The Board directs the Superintendent or designee, in consultation with the Public Safety Supervisor, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

### **Definitions**

**Behavioral service providers** – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[2\]](#)

**Bias** – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.[\[3\]](#)

**Individualized Management Plan** – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

**Threat assessment** – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.

### **Delegation of Responsibility**

The Superintendent or designee, in consultation with the Public Safety Supervisor, shall appoint individuals to a district threat assessment team. [\[1\]](#)

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.[\[1\]](#)

The threat assessment team shall include the Public Safety Supervisor and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[\[1\]](#)

The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The Superintendent or designee shall develop and implement administrative regulations (see 236.1AG1) to support the threat assessment process.

Legal

1. 24 P.S. 1302-E

2. 24 P.S. 1301-E

3. Pol. 832

Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment Administrative Guidelines
Code	236.1AG1
Status	Review

### Training.

The Superintendent or designee shall ensure that threat assessment team members are provided individual and/or group training on:[\[1\]](#)

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[\[2\]](#)[\[7\]](#)
4. Confidentiality requirements under state and federal laws and regulations, and Board policies.[\[3\]](#)[\[5\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)
5. Safe2Say Something procedures.[\[5\]](#)
6. Multi-tiered systems of support (MTSS).

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.[\[1\]](#)[\[5\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

### Information for Students, Parents/Guardians and Staff

The district shall notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.[\[1\]](#)

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[15\]](#)[\[17\]](#)

## Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[1]

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[1][5]

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[1][6]

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[1]

1. Notify the Superintendent or designee and Public Safety Supervisor of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.[1][4][5][18]

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[1][19][20]

## Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[7][15]
2. Bullying/Cyberbullying.[17]
3. Suicide Awareness, Prevention and Response.[6]
4. Hazing.[21]

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.[22]

4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[3][23][24][25][26][27]

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[4][18]

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

### Response and Intervention

The threat assessment team shall develop a plan through the MTSS process for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention. The MTSS team will monitor the plan until it is deemed no longer necessary.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:[1]

1. A referral to the Student Assistance Program.[3]
2. A referral to the appropriate law enforcement agency.[4][5][18]
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[23][24][27]
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.[24][25][26][27]
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[23]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[28]
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[29][30][31][32]

8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[5]  
[33]

#### *Safe Schools Incident Reporting –*

For Safe Schools reporting purposes, the term **incident** means 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.[18][34][35][36]

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents 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.[18][29][34][35][37][38][39]

The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will 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 will document attempts made to reach the parent/guardian.[18][35][40]

#### *Students With Disabilities –*

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[8][10][41][42][43][44]

#### Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[\[1\]](#)

1. Student health records.[\[45\]](#)[46]
2. Prior school disciplinary records.[8][10][47]
3. Records related to adjudication under applicable law and regulations.[47][48][49][50][51][54]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[\[1\]](#)

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.[\[3\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[17\]](#)[\[41\]](#)[\[43\]](#)[\[47\]](#)[\[53\]](#)

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.[\[9\]](#)[\[54\]](#)[\[55\]](#)[\[56\]](#)[\[57\]](#)

### Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the Public Safety Supervisor, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include:  
[\[1\]](#)

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

The annual threat assessment report shall be presented as part of the annual report to the Board by the Public Safety Supervisor on district safety and security practices.[\[1\]](#)[\[4\]](#)

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and any additional information required by the Superintendent or designee shall be included in the Public Safety Supervisor's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.[\[1\]](#)  
[\[4\]](#)[\[58\]](#)

Legal	1. 24 P.S. 1302-E
	2. Pol. 832
	3. Pol. 236
	4. Pol. 805.2
	5. Pol. 805
	6. Pol. 819
	7. Pol. 103
	8. Pol. 113.4

9. Pol. 207
10. Pol. 216
11. [24 P.S. 1205.2](#)
12. [24 P.S. 1205.5](#)
13. [24 P.S. 1310-B](#)
14. Pol. 333
15. Pol. 104
16. Pol. 105.1
17. Pol. 249
18. Pol. 805.1
19. [23 Pa. C.S.A. 6311](#)
20. Pol. 806
21. Pol. 247
22. Pol. 226
23. Pol. 103.1
24. Pol. 113
25. Pol. 113.1
26. Pol. 113.2
27. Pol. 113.3
28. Pol. 146
29. Pol. 218
30. Pol. 218.1
31. Pol. 218.2
32. Pol. 233
33. Pol. 709
34. [24 P.S. 1303-A](#)
35. [22 PA Code 10.2](#)
36. [35 P.S. 780-102](#)
37. [24 P.S. 1302.1-A](#)
38. [22 PA Code 10.21](#)
39. [22 PA Code 10.22](#)
40. [22 PA Code 10.25](#)
41. [20 U.S.C. 1232g](#)
42. [20 U.S.C. 1415](#)
43. [34 CFR Part 99](#)
44. [34 CFR Part 300](#)
45. [24 P.S. 1409](#)
46. Pol. 209
47. Pol. 216.1
48. [24 P.S. 1304-A](#)
49. [24 P.S. 1305-A](#)

50. 24 P.S. 1307-A

51. 42 Pa. C.S.A. 6341

52. Pol. 218.3

53. 24 P.S. 1304-D

54. 22 PA Code 12.12

55. 42 Pa. C.S.A. 5945

56. 42 Pa. C.S.A. 8337

57. 42 CFR Part 2

58. 24 P.S. 1309-B

20 U.S.C. 1400 et seq

24 P.S. 1301-E

35 P.S. 7601 et seq

Pol. 203.1

PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12  
Threat Assessment Procedures and Guidelines



Book	Policy Manual
Section	200 Pupils
Title	Weapons
Code	218.1
Status	Review
Adopted	August 1, 2015
Last Reviewed	December 15, 2014

### **Purpose**

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

### **Definitions**

**Weapon** - any animate or inanimate device, instrument, materials or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. **Weapons the term** shall include but **is** not be limited to any knife, cutting instrument, cutting tool, nunchaku, pepper spray, firearm, shotgun, rifle, replica of a weapon, and any **other** tool, instrument or implement capable of inflicting serious bodily injury, including: metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; or other items fashioned to use, sell, harm threaten or harass students, staff members, parents/guardians, patrons or any other person. [1][2]

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker **or assigned storage area**; ~~and~~ **or** under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

### **Authority**

The Board prohibits students 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. [2][3]

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. [2][4]

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.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[10\]](#)[\[11\]](#)[\[12\]](#)

**When the behavior of a student in possession of a weapon 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. [\[14\]](#) [\[15\]](#)**

### **Guidelines**

**The Superintendent or designee shall immediately report incidents involving weapons 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.[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)**

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[10\]](#)[\[13\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[\[14\]](#)[\[15\]](#)

### **Transfer Students**

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)

## Legal

1. [24 P.S. 1301-A](#)
2. [24 P.S. 1317.2](#)
3. [Pol. 218](#)
4. [Pol. 233](#)
5. [22 PA Code 10.23](#)
6. [20 U.S.C. 1400 et seq](#)
7. [Pol. 103.1](#)
8. [Pol. 113.1](#)
9. [Pol. 113.2](#)
10. [Pol. 805.1](#)
11. [24 P.S. 1302.1-A](#)
12. [Pol. 805](#)
13. [24 P.S. 1303-A](#)
14. [18 U.S.C. 921](#)
15. [18 U.S.C. 922](#)
18. [Pa. C.S.A. 912](#)
20. [U.S.C. 7114](#)
20. [U.S.C. 7151](#)
22. [PA Code 10.2](#)
22. [PA Code 10.21](#)
22. [PA Code 10.25](#)
22. [PA Code 403.1](#)
34. [CFR Part 300](#)

Book	Policy Manual
Section	200 Pupils
Title	Terroristic Threats
Code	218.2
Status	Review
Adopted	August 1, 2015
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.

~~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.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)~~

~~If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.~~

### **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**, the procedures set forth in the memorandum of understanding with local law enforcement officials, and the district's emergency preparedness plan.[7][8][9]

## **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.**

Staff members and students shall be made aware of their responsibility for informing the **threat assessment team** ~~building principal~~ regarding any information or knowledge relevant to a possible or actual terroristic threat.[10]

The ~~building principal~~ **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.** ~~after receiving a report of such a threat.~~

**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]

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.[7][11]

**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][12][13][14][15][16]

**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][15][17]

## Legal

1. 18 Pa. C.S.A. 2706
2. 22 PA Code 10.23
3. 20 U.S.C. 1400 et seq
4. Pol. 103.1
5. Pol. 113.1
6. Pol. 113.2
7. Pol. 805.1
8. 24 P.S. 1302.1-A
9. Pol. 805
10. 22 PA Code 12.2
11. 24 P.S. 1303-A
- 22 PA Code 10.2
- 22 PA Code 10.22
- 22 PA Code 10.25
- 34 CFR Part 300
- Pol. 000
- Pol. 233

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

### **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 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 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]

### **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.[\[13\]](#)

### 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. [\[14\]](#)[\[15\]](#)[\[16\]](#)

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.[\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

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.[\[14\]](#)[\[20\]](#)[\[21\]](#)

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.[\[15\]](#)[\[20\]](#)

### 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.[\[13\]](#)

#### 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.[\[4\]](#)[\[7\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

#### 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.[\[24\]](#)

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. 18 Pa. C.S.A. 2810
14. 22 PA Code 10.2
15. 24 P.S. 1303-A
16. 35 P.S. 780-102
17. 22 PA Code 10.21
18. 22 PA Code 10.22
19. 24 P.S. 1302.1-A
20. Pol. 805.1
21. 22 PA Code 10.25
22. Pol. 218
23. Pol. 233
24. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916



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

### **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 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.[\[2\]](#)[\[3\]](#)

#### Confidentiality

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

#### Retaliation

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

#### **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 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.[\[1\]](#)[\[4\]](#)[\[5\]](#)

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.[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

#### Consequences for Violations

Students found to have bullied others shall be subject to the consequences set forth in applicable Board policy, consistent with the Code of Student Conduct/Disciplinary Action Schedule. Students may also be subject to counseling.[\[1\]](#)<sup>[7]</sup>

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. Pol. 103

3. Pol. 103.1

[4. 22 PA Code 12.3](#)

5. Pol. 218

[6. 20 U.S.C. 7118](#)

[7. 24 P.S. 1302-A](#)

8. Pol. 236

Pol. 000

Pol. 113.1

Pol. 233



Book	Policy Manual
Section	200 Pupils
Title	Home Access to the Internet
Code	252AG4
Status	Review

### Purpose

The increased reliance on Internet access for the delivery of instructional content and assignments to reinforce in-school learning necessitates connectivity to the students' homes. Equity includes equity of access to district resources whether for homework or participation in cyber and blended courses. Therefore, the district will implement strategies to ensure that all students can be connected to online district resources from home after school hours with parent or guardian consent.

### Methods of Outreach

The district will conduct periodic home Internet access surveys in English and Spanish.

The district will provide information in English and Spanish in print and digital formats regarding low-cost options with commercial Internet providers to families without broadband Internet access.

The technology department will maintain and support an inventory of mobile broadband hotspot devices or similar solution to provide both short and long-term loan, manage distribution, and provide notice of the availability of these devices.

The technology department will work closely and on an ongoing basis with the pupil services department and social workers to proactively identify and distribute mobile broadband devices or similar devices to students in need, ensuring home access to curricular materials online.

Book	Policy Manual
Section	300 Employees
Title	Staff Acceptable Use of Internet, Computers and Network Resources
Code	352
Status	Review
Adopted	August 1, 2015
Last Revised	March 26, 2018

### **Purpose**

Digital technology has radically changed the way the world communicates and accesses information. The Internet and mobile telecommunications represent powerful educational and productivity resources unlike anything that has preceded them.

The district provides staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For all users, the district-provided computers, Internet and other network resources including accounts and technology licensed by the district must be used for district business or academic purposes.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Definitions**

**Child pornography** - under federal law, child pornography is defined as any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: [\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under state law, **child pornography** is defined as any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. [\[2\]](#)

**Harmful to minors** - under federal law, harmful to minors is defined as any picture, image, graphic image file or other visual depiction that: [\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Under state law, **harmful to minors** is defined as any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: [\[5\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if: [\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Incidental personal use** - use of the district's computers, Internet and other network resources by an employee for occasional, personal research and communications.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. [\[4\]](#)

### **Authority**

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources, as well as accounts and technology licensed by the district. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. [\[6\]](#)[\[7\]](#)  
[\[8\]](#)

The purpose of the Acceptable Use Policy is to provide information, not to exclude anyone. However, the district reserves the right to prioritize the use of systems and does not intend to create a First Amendment forum for free expression purposes.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The district may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy. The technology protection measure shall be enforced during use of computers with Internet access.[\[3\]](#)[\[4\]](#)[\[9\]](#)

Upon request by staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software for specific websites to enable access to material that is blocked through technology protection measures but is not prohibited by this policy for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering is denied, the requesting staff member may appeal the denial to the Superintendent or designee for expedited review.[\[3\]](#)[\[9\]](#)[\[10\]](#)

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff and other users about this policy through employee handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to a staff member, upon written request.[\[9\]](#)

Users of district networks or district-owned equipment shall read and understand the provisions of this policy, and be aware that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

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

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[3\]](#)[\[4\]](#)[\[11\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for staff to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by minors, or determined inappropriate for use by students by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of staff.

The Superintendent or designee shall develop and implement administrative guidelines that ensure that staff members are educated on network etiquette and safe and appropriate online behavior, including:[\[4\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[\[12\]](#)[\[13\]](#)

Education will be provided through such means as professional development, the district website, and other materials.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Incidental Personal Use**

Incidental personal use shall be permitted for employees, as defined in this policy. Personal use must comply with this policy and all other applicable policies, procedures and rules, as well as ISP, local, state and federal laws, and may not interfere with the employee's job duties and performance, with the system operations, or with other system users.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[\[4\]](#)[\[11\]](#)

1. Control of access by students to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of students' access to materials harmful to them.

### **Prohibitions**

Staff members are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[\[12\]](#)[\[13\]](#)
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[14]
9. Access by students to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [15]
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Staff members shall not reveal their passwords to another individual.
2. Staff members are not to use a computer that has been logged in under another user's name.
3. Any staff member identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. **Staff members will participate in periodic network security awareness training.**

### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[15][16]

### District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies and administrative guidelines.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

### Consequences for Inappropriate Use

Staff members shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[9]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for conduct and communications apply when using the Internet, in addition to the stipulations of this policy. All network users are responsible for complying with all applicable Board policies, administrative guidelines and regulations, and federal, state and local law while utilizing district equipment, network resources and Internet.[6]

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

**Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings. [7][8]

### Guest Accounts

Guests, which include, but are not limited to, independent contractors and adult education instructors, may receive an individual account with the approval of the Superintendent or designee, if there is a specific, district-related purpose requiring such access. Use of the CIS systems by a guest shall be specifically limited to the district-related purpose. A signed written agreement will be required prior to access being provided and parent/guardian signature will be required if the guest is a minor.

An open guest network with filtered access to the Internet, but no other network services, may be maintained at the discretion of the Superintendent or designee. Persons accessing the Internet through the open guest network do so at their own risk. The district assumes no responsibility for any damage to the guest's device or charges incurred resulting from connectivity. Guests using the open network agree to all applicable provisions of this policy and other applicable district policies.

Access to all data on, taken from, or compiled using any part of the district's network is subject to inspection and discipline or legal action by the district. District information placed on users' personal computers, networks, Internet, and electronic communications systems is subject to access by the district. The district reserves the right to legally access users' personal equipment for district information. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization; maintain usage logs; and monitor online activity.

## Legal

1. [18 U.S.C. 2256](#)
2. [18 Pa. C.S.A. 6312](#)
3. [20 U.S.C. 6777](#)
4. [47 U.S.C. 254](#)
5. [18 Pa. C.S.A. 5903](#)
6. [Pol. 218](#)
7. [Pol. 233](#)
8. [Pol. 317](#)
9. [24 P.S. 4604](#)
10. [24 P.S. 4610](#)
11. [47 CFR 54.520](#)
12. [24 P.S. 1303.1-A](#)
13. [Pol. 249](#)
14. [Pol. 237](#)
15. [Pol. 814](#)
16. [17 U.S.C. 101 et seq](#)  
[24 P.S. 4601 et seq](#)
- [Pol. 103](#)
- [Pol. 103.1](#)
- [Pol. 104](#)
- [Pol. 218.2](#)
- [Pol. 220](#)
- [Pol. 815.1](#)
- [Pol. 815.2](#)
- [Pol. 815.3](#)
- [Pol. 815.4](#)

Book	Policy Manual
Section	700 Property
Title	Employee Wireless Communication Devices
Code	717
Status	Review
Adopted	August 1, 2015
Last Reviewed	June 22, 2015

### **Purpose**

The Board recognizes that the use of certain wireless communication devices by district personnel may be appropriate and necessary for the purposes of district safety and general welfare, and as a more efficient method of communication in conducting district business. The Board also recognizes the need to provide wireless communication devices to or reimburse expenses related to wireless communication devices for certain district personnel for such purposes, in accordance with established guidelines.

### **Authority**

The Board authorizes the purchase and employee use of wireless communication devices in accordance with this policy.

### **Delegation of Responsibility**

The Board directs the Superintendent or his/her designee to enforce this policy to regulate the use of wireless communication devices, including but not limited to cellular telephones with options including voice, text, and data.

The business office shall coordinate the monitoring of the wireless communications costs. Supervisors shall be responsible for their employees' compliance with this policy.

### **Guidelines**

The guidelines for employee use of wireless communication devices shall minimize costs to the district.

The issuance of a wireless communication device or stipend shall be subject to prior approval of the Superintendent or his/her designee.

The following considerations shall apply when determining whether wireless communication devices are necessary, along with the type of devices and services:

1. Issuance of devices will promote communication in emergency circumstances.
2. Employees' job responsibilities require their presence outside of their office areas.

3. There is a high expectation for other members of the district to be able to regularly contact employees at times other than regular business hours.
4. Other less expensive and as effective means of communication are not available including a pager, radio or standard telephone equipment.
5. There shall be no personal use of the device.

For employees who have job-related responsibilities requiring wireless communication devices, the district shall issue wireless communication devices to employees. The district-issued wireless communication devices shall be utilized only for work-related purposes.

For employees who have job-related responsibilities requiring wireless communication device use, but wish to use their personal devices for work-related responsibilities, a standard stipend amount shall be granted to defray the cost of using their personal devices for district business. The standard stipend amount shall be determined by the Superintendent or his/her designee and shall, in no event, be in excess of the employee's own expense for the wireless communication device.

**Any employee receiving a stipend or using a district-issued device must use the device's built-in passcode or biometric protected access to secure work-related communication.**

Employees whose use of wireless communication devices for district business is infrequent shall not receive stipends or district wireless communication devices. Costs, when appropriate, may be recouped through district reimbursement procedures (i.e., while on out-of-town business for the district).

Employees issued wireless communication devices or stipends shall sign agreement forms regarding their possession of wireless communication devices (717-AG-1) or acceptance of stipends (717-AG-2).

Under no circumstances shall any employee operate a wireless communication device for district business while operating a motor vehicle or other equipment that could cause harm to other or to self.

Misuse or use in violation of Board policy, administrative regulations, or state or federal law of a district-issued wireless communication device may be subject to disciplinary action.[2]

District personnel entrusted with district-provided wireless communication devices shall be responsible for the safety and security of such devices. All such equipment must be returned to the district upon separation from employment, suspension, leave of absence or upon the request of the district. Ordinary repairs or replacement of equipment shall be paid by the district; however, district personnel shall be responsible for repairs or replacement caused by their actions or negligence. Defective, lost or stolen wireless communication devices shall be reported immediately to the business office.

Employees shall not loan or allow the use of their district-issued wireless communication devices by others.

Employees shall not contract with other carriers for their district-issued wireless communication devices.

An open enrollment for wireless communication devices and/or stipends for qualified employees shall occur once a year at a time determined by the Superintendent or his/her designee. The Superintendent or his/her designee will develop an application procedure.

Tax treatment of district-issued wireless communication devices and stipends shall be in compliance with IRS regulations.

Legal

2. Pol. 317

[26 U.S.C. 1 et seq](#)

Pol. 000

Pol. 624

WEST CHESTER AREA SCHOOL DISTRICT  
Technology Department

To: Members of the Board Education Committee  
cc: Dr. Jim Scanlon  
Dr. Bob Sokolowski

From: Michael Wagman *MW*

Re: Technology-Related Policies Review

Date: July 22, 2021

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As it is my practice, I completed a review of technology-related Board Policies:

**Reviewed with no revisions required:**

- Policy 252 – Student Acceptable Use of the Internet, Computers, and Network Resources
- Policy 815.4 – Employee Use of Personal Technology
- Policy 830 – Breach of Computerized Personal Information

**Reviewed and revised for board approval:**

- New 252AG4 – Home Access to the Internet: created to document the need and process to help ensure student access to digital learning materials when not in school.
- Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources: Addition of language requiring participation in periodic network security awareness training for employees
- Revised Policy 717 – Employee Wireless Communication Devices: Addition of language requiring certain security measures to protect district data on district assigned or subsidized mobile phones
- Revised Policy 815.1 – Social Media: A complete policy “refresh” recommended by our technology pool counsel providing more comprehensive direction related to the management of social media sites

Attached are the policies for your review. I look forward to discussing these policy modification recommendations at our August Education Committee meeting. Please contact me with any questions.

Finally, in September, I may be bringing recommended revisions to Policy 815.5 – Electronic Signatures, based on recent PSBA guidance. I am currently reviewing the PSBA recommended language.



Book	Policy Manual
Section	200 Pupils
Title	Home Access to the Internet
Code	252AG4
Status	Review

### Purpose

The increased reliance on Internet access for the delivery of instructional content and assignments to reinforce in-school learning necessitates connectivity to the students' homes. Equity includes equity of access to district resources whether for homework or participation in cyber and blended courses. Therefore, the district will implement strategies to ensure that all students can be connected to online district resources from home after school hours with parent or guardian consent.

### Methods of Outreach

The district will conduct periodic home Internet access surveys in English and Spanish.

The district will provide information in English and Spanish in print and digital formats regarding low-cost options with commercial Internet providers to families without broadband Internet access.

The technology department will maintain and support an inventory of mobile broadband hotspot devices or similar solution to provide both short and long-term loan, manage distribution, and provide notice of the availability of these devices.

The technology department will work closely and on an ongoing basis with the pupil services department and social workers to proactively identify and distribute mobile broadband devices or similar devices to students in need, ensuring home access to curricular materials online.

Book	Policy Manual
Section	300 Employees
Title	Staff Acceptable Use of Internet, Computers and Network Resources
Code	352
Status	Review
Adopted	August 1, 2015
Last Revised	March 26, 2018

### **Purpose**

Digital technology has radically changed the way the world communicates and accesses information. The Internet and mobile telecommunications represent powerful educational and productivity resources unlike anything that has preceded them.

The district provides staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For all users, the district-provided computers, Internet and other network resources including accounts and technology licensed by the district must be used for district business or academic purposes.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Definitions**

**Child pornography** - under federal law, child pornography is defined as any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: [\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under state law, **child pornography** is defined as any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. [\[2\]](#)

**Harmful to minors** - under federal law, harmful to minors is defined as any picture, image, graphic image file or other visual depiction that: [\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Under state law, **harmful to minors** is defined as any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: [\[5\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if: [\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Incidental personal use** - use of the district's computers, Internet and other network resources by an employee for occasional, personal research and communications.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. [\[4\]](#)

### **Authority**

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources, as well as accounts and technology licensed by the district. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. [\[6\]](#)[\[7\]](#)  
[\[8\]](#)

The purpose of the Acceptable Use Policy is to provide information, not to exclude anyone. However, the district reserves the right to prioritize the use of systems and does not intend to create a First Amendment forum for free expression purposes.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The district may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy. The technology protection measure shall be enforced during use of computers with Internet access.[\[3\]](#)[\[4\]](#)[\[9\]](#)

Upon request by staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software for specific websites to enable access to material that is blocked through technology protection measures but is not prohibited by this policy for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering is denied, the requesting staff member may appeal the denial to the Superintendent or designee for expedited review.[\[3\]](#)[\[9\]](#)[\[10\]](#)

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff and other users about this policy through employee handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to a staff member, upon written request.[\[9\]](#)

Users of district networks or district-owned equipment shall read and understand the provisions of this policy, and be aware that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

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

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[3\]](#)[\[4\]](#)[\[11\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for staff to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by minors, or determined inappropriate for use by students by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of staff.

The Superintendent or designee shall develop and implement administrative guidelines that ensure that staff members are educated on network etiquette and safe and appropriate online behavior, including:[\[4\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[\[12\]](#)[\[13\]](#)

Education will be provided through such means as professional development, the district website, and other materials.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Incidental Personal Use**

Incidental personal use shall be permitted for employees, as defined in this policy. Personal use must comply with this policy and all other applicable policies, procedures and rules, as well as ISP, local, state and federal laws, and may not interfere with the employee's job duties and performance, with the system operations, or with other system users.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[\[4\]](#)[\[11\]](#)

1. Control of access by students to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of students' access to materials harmful to them.

### **Prohibitions**

Staff members are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[\[12\]](#)[\[13\]](#)
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[14]
9. Access by students to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [15]
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Staff members shall not reveal their passwords to another individual.
2. Staff members are not to use a computer that has been logged in under another user's name.
3. Any staff member identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. **Staff members will participate in periodic network security awareness training.**

### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[15][16]

### District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies and administrative guidelines.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

### Consequences for Inappropriate Use

Staff members shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[9]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for conduct and communications apply when using the Internet, in addition to the stipulations of this policy. All network users are responsible for complying with all applicable Board policies, administrative guidelines and regulations, and federal, state and local law while utilizing district equipment, network resources and Internet.[6]

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

**Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings. [7][8]

### Guest Accounts

Guests, which include, but are not limited to, independent contractors and adult education instructors, may receive an individual account with the approval of the Superintendent or designee, if there is a specific, district-related purpose requiring such access. Use of the CIS systems by a guest shall be specifically limited to the district-related purpose. A signed written agreement will be required prior to access being provided and parent/guardian signature will be required if the guest is a minor.

An open guest network with filtered access to the Internet, but no other network services, may be maintained at the discretion of the Superintendent or designee. Persons accessing the Internet through the open guest network do so at their own risk. The district assumes no responsibility for any damage to the guest's device or charges incurred resulting from connectivity. Guests using the open network agree to all applicable provisions of this policy and other applicable district policies.

Access to all data on, taken from, or compiled using any part of the district's network is subject to inspection and discipline or legal action by the district. District information placed on users' personal computers, networks, Internet, and electronic communications systems is subject to access by the district. The district reserves the right to legally access users' personal equipment for district information. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization; maintain usage logs; and monitor online activity.

## Legal

1. [18 U.S.C. 2256](#)
2. [18 Pa. C.S.A. 6312](#)
3. [20 U.S.C. 6777](#)
4. [47 U.S.C. 254](#)
5. [18 Pa. C.S.A. 5903](#)
6. [Pol. 218](#)
7. [Pol. 233](#)
8. [Pol. 317](#)
9. [24 P.S. 4604](#)
10. [24 P.S. 4610](#)
11. [47 CFR 54.520](#)
12. [24 P.S. 1303.1-A](#)
13. [Pol. 249](#)
14. [Pol. 237](#)
15. [Pol. 814](#)
16. [17 U.S.C. 101 et seq](#)  
[24 P.S. 4601 et seq](#)
- [Pol. 103](#)
- [Pol. 103.1](#)
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- [Pol. 218.2](#)
- [Pol. 220](#)
- [Pol. 815.1](#)
- [Pol. 815.2](#)
- [Pol. 815.3](#)
- [Pol. 815.4](#)



Book	Policy Manual
Section	700 Property
Title	Employee Wireless Communication Devices
Code	717
Status	Review
Adopted	August 1, 2015
Last Reviewed	June 22, 2015

### **Purpose**

The Board recognizes that the use of certain wireless communication devices by district personnel may be appropriate and necessary for the purposes of district safety and general welfare, and as a more efficient method of communication in conducting district business. The Board also recognizes the need to provide wireless communication devices to or reimburse expenses related to wireless communication devices for certain district personnel for such purposes, in accordance with established guidelines.

### **Authority**

The Board authorizes the purchase and employee use of wireless communication devices in accordance with this policy.

### **Delegation of Responsibility**

The Board directs the Superintendent or his/her designee to enforce this policy to regulate the use of wireless communication devices, including but not limited to cellular telephones with options including voice, text, and data.

The business office shall coordinate the monitoring of the wireless communications costs. Supervisors shall be responsible for their employees' compliance with this policy.

### **Guidelines**

The guidelines for employee use of wireless communication devices shall minimize costs to the district.

The issuance of a wireless communication device or stipend shall be subject to prior approval of the Superintendent or his/her designee.

The following considerations shall apply when determining whether wireless communication devices are necessary, along with the type of devices and services:

1. Issuance of devices will promote communication in emergency circumstances.
2. Employees' job responsibilities require their presence outside of their office areas.

3. There is a high expectation for other members of the district to be able to regularly contact employees at times other than regular business hours.
4. Other less expensive and as effective means of communication are not available including a pager, radio or standard telephone equipment.
5. There shall be no personal use of the device.

For employees who have job-related responsibilities requiring wireless communication devices, the district shall issue wireless communication devices to employees. The district-issued wireless communication devices shall be utilized only for work-related purposes.

For employees who have job-related responsibilities requiring wireless communication device use, but wish to use their personal devices for work-related responsibilities, a standard stipend amount shall be granted to defray the cost of using their personal devices for district business. The standard stipend amount shall be determined by the Superintendent or his/her designee and shall, in no event, be in excess of the employee's own expense for the wireless communication device.

**Any employee receiving a stipend or using a district-issued device must use the device's built-in passcode or biometric protected access to secure work-related communication.**

Employees whose use of wireless communication devices for district business is infrequent shall not receive stipends or district wireless communication devices. Costs, when appropriate, may be recouped through district reimbursement procedures (i.e., while on out-of-town business for the district).

Employees issued wireless communication devices or stipends shall sign agreement forms regarding their possession of wireless communication devices (717-AG-1) or acceptance of stipends (717-AG-2).

Under no circumstances shall any employee operate a wireless communication device for district business while operating a motor vehicle or other equipment that could cause harm to other or to self.

Misuse or use in violation of Board policy, administrative regulations, or state or federal law of a district-issued wireless communication device may be subject to disciplinary action.[2]

District personnel entrusted with district-provided wireless communication devices shall be responsible for the safety and security of such devices. All such equipment must be returned to the district upon separation from employment, suspension, leave of absence or upon the request of the district. Ordinary repairs or replacement of equipment shall be paid by the district; however, district personnel shall be responsible for repairs or replacement caused by their actions or negligence. Defective, lost or stolen wireless communication devices shall be reported immediately to the business office.

Employees shall not loan or allow the use of their district-issued wireless communication devices by others.

Employees shall not contract with other carriers for their district-issued wireless communication devices.

An open enrollment for wireless communication devices and/or stipends for qualified employees shall occur once a year at a time determined by the Superintendent or his/her designee. The Superintendent or his/her designee will develop an application procedure.

Tax treatment of district-issued wireless communication devices and stipends shall be in compliance with IRS regulations.

Legal

2. Pol. 317

[26 U.S.C. 1 et seq](#)

Pol. 000

Pol. 624

Book	Policy Manual
Section	800 Operations
Title	Social Media
Code	815.1
Status	Review
Adopted	August 1, 2015
Last Revised	November 26, 2018
Last Reviewed	July 27, 2015

### **Purpose**

~~Social media such as blogs, Facebook, and Twitter are used by individuals and organizations for communication, collaboration, and connections to their constituents. Since such communication may encompass both private and public, personal and professional voice, the district has developed guidelines to clarify how best to protect and enhance employee professional and district reputations.~~

### **Guidelines**

~~The same laws, professional expectations, and communication standards exist in social media as in face to face communication. Since online communication lacks visual cues, and is often one directional, the lines between an employee's work life and his/her personal life can become blurred. Employees should be cognizant of the three R's of social media engagement: Representation, Responsibility, and Respect.~~

~~Note that this policy applies to conduct on both work related sites, as well as personal sites. This policy is not intended to infringe upon personal interaction or commentary online, provided such activity does not result in disruption to the educational process.~~

### **Representation**

~~Since readers of social media postings may associate employees with the district, employees should be mindful of what they post and how it might impact the district and its educational mission.~~

~~An employee wishing to create a district department or activity social media page should contact his/her supervisor with information about the intended site and its use. Employee must also contact a representative from the district's communications department and notify them of their intention to create a social media page. The employee shall take responsibility for ensuring that the site is used appropriately, ensuring that others posting on the site are following rules and regulations regarding confidentiality, privacy, and copyright, all applicable Board policies and administrative regulations, and other local, state, and federal laws and regulations.[1][5]~~

### **Responsibility**

~~Employees shall not post any confidential information, including but not limited to information specifically protected by the Family Educational Rights and Privacy Act (FERPA) or Health Insurance Portability and Accountability Act (HIPAA), photos, video recordings, or audio recordings of students, other staff, parents/guardians, or other constituents of the district community except for public events such as sporting events or unless otherwise prohibited on personal social media sites. On school or district sanctioned sites, postings shall follow all applicable laws and Board policies related to the protection of confidential information and shall not include photos, video recordings, or audio recordings of students whose parents/guardians opted them out of such activities by filing Form 216AG1 with their children's schools.[2][3]~~

~~School staff shall follow all Board policies related to communication with students.~~

~~Employees should check to ensure that their postings are accurate and they are not violating any copyright or intellectual property rights. District and school logos, mascots, and symbols shall not be used except with the written permission of the district. Remember that individuals are legally liable for their postings on all social media sites and may be prosecuted for comments or photos deemed to be proprietary, copyrighted, defamatory, libelous, or obscene.~~

### Respect

~~Employees shall read and comply with the social media Terms of Service. Security warnings should be heeded and suspicious actions should be avoided unless you know they are safe.~~

~~Postings should be truthful, respectful, and in a voice that reflects positively on the individual and the district. Individuals should be sure about what they post and follow the rule of thumb, "If it gives you pause, pause" then craft a better posting.~~

### Additional Provisions

~~Social media use shall not cause disruption to the educational process and shall be in accordance with applicable Board policies and administrative regulations.[5][6]~~

~~Individuals should be careful about posting personal and/or identifying information that may be used by criminals to impersonate you. Postings about vacations and travel plans shall not be provided in cases where the employee is traveling with students.~~

~~Social media such as Wikis, blogs, and online discussion support open dialogue and the exchange of ideas that is an integral part of teaching and learning. Teachers using such tools in the classroom should comply with all Board policies and should engage in professional development for using these tools safely and effectively. The Superintendent or designee will publish, maintain, and periodically publicize to faculty and staff best practices related to social media engagement.~~

~~Personal and work related social media websites and postings which are obscene or violate Board policy, applicable School Code or other local, state, and federal law or regulations may be grounds for disciplinary action.[4][5]~~

### Purpose

**The purpose of this policy is to ensure the orderly operation of the District's schools by establishing standards for the operation of school district social media accounts and personal social media accounts, and to differentiate between personal and third party social media accounts and those accounts controlled by the District.**

### Delegation of Responsibility

**The Superintendent shall develop procedures to implement this policy, and may delegate to his/her designee(s) the right to enforce this policy.**

## **Definitions**

**Discriminatory or Harassing Comments** – comments or imagery that attack or mock an individual due to his/her real or perceived race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion.

**Limited Public Forum** – a government operated location where the public may comment and post online, subject to viewpoint neutral guidelines.

**Non-public Forum** – a government operated location where the public may not comment or post online; free expression by the public is restricted regardless of message or viewpoint.

**Personal Social Media Account** – a social media account, regardless of platform, that is operated by a school district employee or school board member for his/her personal use, including personal professional development. A personal account is not regularly used to promote or communicate about school district events or activities, or the activities of students.

**School District Social Media Account** – a social media account, regardless of platform, that is operated by a school district employee or school board member in his/her professional capacity, and that is designed to further the educational mission of the school district by communicating with members of the school district community and the general public.

**Third Party Social Media Account** – a social media account, regardless of platform, that is operated by a volunteer, student, parent, alumnus, or other member of the public on behalf of a club, foundation, sports team, or other extracurricular group affiliated with the school district. Third party social media accounts are not operated by school district employees or school board members.

If any social media post is published using school district technology resources, including computing devices, mobile devices, and networks, the District's acceptable use policy applies and is hereby incorporated by reference.

## **SCHOOL DISTRICT SOCIAL MEDIA ACCOUNTS**

School District social media accounts must remain professional, and consistent with the educational mission of the school district at all times. The operators of school district social media accounts are responsible for the content on the social media accounts that they manage.

### **Account Ownership**

School District social media accounts are owned by the School District, and operated by school district employees or school board members on behalf of the School District. The Director of Technology shall maintain a list of all social media accounts operated by the School District, along with a list of credentials to access the accounts.

### **Photos, Videos, & Livestreams of Students**

School District social media account operators may post photographs, videos, and livestreams of students engaged in the educational process or at school-related events unless the student's parents have opted the student out of FERPA's directory information sharing, or if parents have declined to sign the District's media release form. The operators of School District social media accounts are responsible for complying with this provision.

### **Public Comments**

All School District social media accounts shall operate as either a non-public forum (where the public may not comment on the District's posts), or as a limited public forum, where the public may comment publicly on the District's posts – subject to certain guidelines. Whether

**a social media account is operated as a non-public forum or limited public forum shall be determined by the account operator. [1]**

**School District social media accounts that operate as a limited public forum shall include a prominent link to the following comment guidelines, posted on the School District's website:**

- a. **Comments must be related to the original School District post**
- b. **No personal attacks**
- c. **No lewd, vulgar, or obscene posts**
- d. **No discriminatory or harassing comments**
- e. **No posts promoting violence or illegal conduct**

**Individual comments or posts that violate the above guidelines may be deleted (if possible given the social media platform) without further notice. Posts may not be deleted simply because they are critical of the School District, or because they promote an unpopular opinion, if the post otherwise complies with the above guidelines.**

**School District social media account operators may not block users from accessing the School District's social media posts. The Director of Technology shall refer any user who repeatedly violates the above guidelines to the Superintendent for further investigation and potential legal remedies.**

#### **Tagging**

**School District social media account operators may tag the social media accounts of educational applications, products, and services, so long as the District and its employees do not receive financial or other tangible compensation for the tag. [2]**

**School District social media account operators shall not tag individual students using their social media usernames or handles, but may tag other adult members of the school district community.**

**School District social media accounts shall not be used to communicate directly with students. One-to-one communication with a student shall be limited to electronic resources provided by the District such as e-mail or classroom management applications.**

#### **Accessibility [3]**

**All content posted to School District social media accounts shall be as accessible to individuals with disabilities as it is to non-disabled individuals. To ensure accessibility, so long as the social media platform allows, social media posts must:**

- a. **include alternate text or detailed captions for images**
- b. **include captions for videos**
- c. **include captions for livestreams**
- d. **avoid images of text**
- e. **avoid acronyms, wherever possible**
- f. **ensure that links to PDFs are accessible to screen readers**

**The Director of Technology or their designee shall ensure that all individuals operating School District social media accounts receive training on social media accessibility.**

#### **Copyright**

**The copyright for all content posted to School District social media accounts must be either owned by the School District, licensed by the copyright owner, or not subject to copyright protection. The operator of a School District social media account is responsible for ensuring compliance with this provision.**

#### **Retweets / Reposts**

School District social media accounts may highlight social media posts by others by retweeting or reposting their messages, so long as the retweet/repost follows these guidelines.

### **PERSONAL SOCIAL MEDIA ACCOUNTS**

School district employees may not use personal social media accounts to communicate privately (via direct message or private chat) with students concerning any school district business. One-to-one communication with a student concerning any school district business shall be limited to the electronic resources provided by the District such as e-mail or classroom management applications.

School district employees are urged to exercise extreme caution before communicating with students via social media about non-school matters. Such electronic communication may cross professional boundaries in violation of the Pennsylvania Code of Professional Practice and Conduct for Educators, and the Educator Discipline Act. School district employees are urged to maintain strict professional boundaries on social media, and to protect against even the appearance of impropriety. [4][5]

School district employees and board members shall not post personally identifiable and otherwise confidential information from educational records on their personal social media accounts. Personally identifiable information includes information that could indirectly identify a student through linkages with other information. [6]

School district employees are strongly encouraged to utilize privacy settings on personal social media accounts to ensure that a professional boundary is maintained between the employee and students and parents.

The School District does not actively monitor personal social media accounts for its employees. Nonetheless, should the School District administration or school board's attention be brought to a personal social media post that demonstrates insubordination, immorality, cruelty, unlawful discrimination, other unlawful act(s), or that impedes the efficient and effective operation of the school district, the employee may be subject to disciplinary action. [7][8]

### **THIRD PARTY SOCIAL MEDIA ACCOUNTS**

Third party social media accounts are not operated or controlled by the School District. These accounts are privately created and maintained, and are not actively monitored by the District.

Third party social media accounts may not use the School District's logo, unless given express written permission by the Superintendent.

The School District encourages the operators of all third party social media accounts to be good-faith ambassadors of the school district, and to operate these private social media accounts in a manner that represents the School District in a positive light.

### **Consequences for Violation of this policy**

Employees that violate this policy may be subject to disciplinary action, up to and including dismissal.

[1] U.S. Const. Amend. I

[2] 22 Pa. Code § 235.9

[3] 28 C.F.R. § 35.160

[4] 22 Pa Code §235 et seq.

[5] 24 P.S. §§2070.1 et seq.

[6] 20 U.S.C. § 1232g; 34 C.F.R. Part 99

[7] 24 P.S. § 11-1122

[8] Pickering v. Board of Education, 391 U.S. 563 (1968)

Legal

1. Pol. 814
  2. Pol. 113.4
  3. Pol. 216
  4. Pol. 317
  5. Pol. 352
  6. Pol. 252
- Pol. 815.2

Book	Policy Manual
Section	800 Operations
Title	Social Media
Code	815.1
Status	Review
Adopted	August 1, 2015
Last Revised	November 26, 2018
Last Reviewed	July 27, 2015

### **Purpose**

~~Social media such as blogs, Facebook, and Twitter are used by individuals and organizations for communication, collaboration, and connections to their constituents. Since such communication may encompass both private and public, personal and professional voice, the district has developed guidelines to clarify how best to protect and enhance employee professional and district reputations.~~

### **Guidelines**

~~The same laws, professional expectations, and communication standards exist in social media as in face to face communication. Since online communication lacks visual cues, and is often one directional, the lines between an employee's work life and his/her personal life can become blurred. Employees should be cognizant of the three R's of social media engagement: Representation, Responsibility, and Respect.~~

~~Note that this policy applies to conduct on both work related sites, as well as personal sites. This policy is not intended to infringe upon personal interaction or commentary online, provided such activity does not result in disruption to the educational process.~~

### **Representation**

~~Since readers of social media postings may associate employees with the district, employees should be mindful of what they post and how it might impact the district and its educational mission.~~

~~An employee wishing to create a district department or activity social media page should contact his/her supervisor with information about the intended site and its use. Employee must also contact a representative from the district's communications department and notify them of their intention to create a social media page. The employee shall take responsibility for ensuring that the site is used appropriately, ensuring that others posting on the site are following rules and regulations regarding confidentiality, privacy, and copyright, all applicable Board policies and administrative regulations, and other local, state, and federal laws and regulations.[1][5]~~

### **Responsibility**

~~Employees shall not post any confidential information, including but not limited to information specifically protected by the Family Educational Rights and Privacy Act (FERPA) or Health Insurance Portability and Accountability Act (HIPAA), photos, video recordings, or audio recordings of students, other staff, parents/guardians, or other constituents of the district community except for public events such as sporting events or unless otherwise prohibited on personal social media sites. On school or district sanctioned sites, postings shall follow all applicable laws and Board policies related to the protection of confidential information and shall not include photos, video recordings, or audio recordings of students whose parents/guardians opted them out of such activities by filing Form 216AG1 with their children's schools.[2][3]~~

~~School staff shall follow all Board policies related to communication with students.~~

~~Employees should check to ensure that their postings are accurate and they are not violating any copyright or intellectual property rights. District and school logos, mascots, and symbols shall not be used except with the written permission of the district. Remember that individuals are legally liable for their postings on all social media sites and may be prosecuted for comments or photos deemed to be proprietary, copyrighted, defamatory, libelous, or obscene.~~

### Respect

~~Employees shall read and comply with the social media Terms of Service. Security warnings should be heeded and suspicious actions should be avoided unless you know they are safe.~~

~~Postings should be truthful, respectful, and in a voice that reflects positively on the individual and the district. Individuals should be sure about what they post and follow the rule of thumb, "If it gives you pause, pause" then craft a better posting.~~

### Additional Provisions

~~Social media use shall not cause disruption to the educational process and shall be in accordance with applicable Board policies and administrative regulations.[5][6]~~

~~Individuals should be careful about posting personal and/or identifying information that may be used by criminals to impersonate you. Postings about vacations and travel plans shall not be provided in cases where the employee is traveling with students.~~

~~Social media such as Wikis, blogs, and online discussion support open dialogue and the exchange of ideas that is an integral part of teaching and learning. Teachers using such tools in the classroom should comply with all Board policies and should engage in professional development for using these tools safely and effectively. The Superintendent or designee will publish, maintain, and periodically publicize to faculty and staff best practices related to social media engagement.~~

~~Personal and work related social media websites and postings which are obscene or violate Board policy, applicable School Code or other local, state, and federal law or regulations may be grounds for disciplinary action.[4][5]~~

### Purpose

**The purpose of this policy is to ensure the orderly operation of the District's schools by establishing standards for the operation of school district social media accounts and personal social media accounts, and to differentiate between personal and third party social media accounts and those accounts controlled by the District.**

### Delegation of Responsibility

**The Superintendent shall develop procedures to implement this policy, and may delegate to his/her designee(s) the right to enforce this policy.**

## **Definitions**

**Discriminatory or Harassing Comments** – comments or imagery that attack or mock an individual due to his/her real or perceived race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion.

**Limited Public Forum** – a government operated location where the public may comment and post online, subject to viewpoint neutral guidelines.

**Non-public Forum** – a government operated location where the public may not comment or post online; free expression by the public is restricted regardless of message or viewpoint.

**Personal Social Media Account** – a social media account, regardless of platform, that is operated by a school district employee or school board member for his/her personal use, including personal professional development. A personal account is not regularly used to promote or communicate about school district events or activities, or the activities of students.

**School District Social Media Account** – a social media account, regardless of platform, that is operated by a school district employee or school board member in his/her professional capacity, and that is designed to further the educational mission of the school district by communicating with members of the school district community and the general public.

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- e. **No posts promoting violence or illegal conduct**

**Individual comments or posts that violate the above guidelines may be deleted (if possible given the social media platform) without further notice. Posts may not be deleted simply because they are critical of the School District, or because they promote an unpopular opinion, if the post otherwise complies with the above guidelines.**

**School District social media account operators may not block users from accessing the School District's social media posts. The Director of Technology shall refer any user who repeatedly violates the above guidelines to the Superintendent for further investigation and potential legal remedies.**

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**School District social media account operators may tag the social media accounts of educational applications, products, and services, so long as the District and its employees do not receive financial or other tangible compensation for the tag. [2]**

**School District social media account operators shall not tag individual students using their social media usernames or handles, but may tag other adult members of the school district community.**

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**The Director of Technology or their designee shall ensure that all individuals operating School District social media accounts receive training on social media accessibility.**

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School district employees are urged to exercise extreme caution before communicating with students via social media about non-school matters. Such electronic communication may cross professional boundaries in violation of the Pennsylvania Code of Professional Practice and Conduct for Educators, and the Educator Discipline Act. School district employees are urged to maintain strict professional boundaries on social media, and to protect against even the appearance of impropriety. [4][5]

School district employees and board members shall not post personally identifiable and otherwise confidential information from educational records on their personal social media accounts. Personally identifiable information includes information that could indirectly identify a student through linkages with other information. [6]

School district employees are strongly encouraged to utilize privacy settings on personal social media accounts to ensure that a professional boundary is maintained between the employee and students and parents.

The School District does not actively monitor personal social media accounts for its employees. Nonetheless, should the School District administration or school board's attention be brought to a personal social media post that demonstrates insubordination, immorality, cruelty, unlawful discrimination, other unlawful act(s), or that impedes the efficient and effective operation of the school district, the employee may be subject to disciplinary action. [7][8]

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Third party social media accounts may not use the School District's logo, unless given express written permission by the Superintendent.

The School District encourages the operators of all third party social media accounts to be good-faith ambassadors of the school district, and to operate these private social media accounts in a manner that represents the School District in a positive light.

### **Consequences for Violation of this policy**

Employees that violate this policy may be subject to disciplinary action, up to and including dismissal.

[1] U.S. Const. Amend. I

[2] 22 Pa. Code § 235.9

[3] 28 C.F.R. § 35.160

[4] 22 Pa Code §235 et seq.

[5] 24 P.S. §§2070.1 et seq.

[6] 20 U.S.C. § 1232g; 34 C.F.R. Part 99

[7] 24 P.S. § 11-1122

[8] Pickering v. Board of Education, 391 U.S. 563 (1968)

Legal

1. Pol. 814
  2. Pol. 113.4
  3. Pol. 216
  4. Pol. 317
  5. Pol. 352
  6. Pol. 252
- Pol. 815.2

Book	Policy Manual
Section	900 Community
Title	Copy of School Volunteers
Code	916
Status	Review
Adopted	August 1, 2015
Last Revised	November 23, 2015
Last Reviewed	November 23, 2015

### **Purpose**

The Board recognizes that community volunteers can make valuable contributions to the district's educational, athletic, and extracurricular programs. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

### **Authority**

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff. [\[1\]](#)

**The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)**

**The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures. [\[1\]](#)**

**All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. [\[7\]](#)**

### **Definitions**

~~**Volunteer**—an individual who voluntarily offers and provides a service to the district without receiving compensation.~~

~~**Single-Event Volunteer**—an individual who voluntarily provides a service to the district, without compensation, for a single event which will be completed in one (1) to three (3) school days.~~

~~**Short-Term Volunteer**—an individual who voluntarily provides a service to the district, without compensation, on an occasional basis not exceeding two (2) weeks in the aggregate during the school year.~~

~~**Long-Term Volunteer**—an individual who voluntarily provides a service to the district, without compensation, from time to time throughout the entire school year. Service does not have to be performed on consecutive days; the intent, however, is to use the volunteer over a period of time exceeding two (2) weeks throughout the school year.~~

~~**Limited Contact Volunteer**—any individual who voluntarily provides a service to the district, without compensation, and who works directly under the supervision and direction of a teacher or administrator employed by the district. These individuals do not have direct volunteer contact with students.~~

~~**Direct Contact Volunteer**—any individual who voluntarily provides a service to the district, without compensation, and who while working under the general direction and supervision of a teacher, administrator, coach, or student activity sponsor employed by the district, may, from time to time, have or may be reasonably expected to have direct volunteer contact with students.~~

~~**Direct Volunteer Contact**—the care, supervision, guidance, or control of children and routine interaction with children.~~

~~**Routine Interaction**—regular and repeated contact that is integral to the person's volunteer responsibilities.~~

**The following words and phrases, when used in this policy, shall have the meaning given to them in this section:**

**Adult - an individual eighteen (18) years of age or older.**[\[8\]](#)

**Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.**[\[9\]](#)[\[10\]](#)

**Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.**[\[11\]](#)

**Volunteer – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.**[\[10\]](#)

### **Delegation of Responsibility**

In order to assure the proper support for volunteer programs of the district, the following minimum requirements shall apply:

- ~~1. Each building principal or his/her designee who uses volunteers shall be responsible for: supervising the dissemination and procurement of volunteer applications and clearances; reviewing the applications and clearances; maintaining a file of applications and clearances; and recruiting and selecting volunteers in accordance with the needs of the building.~~
- ~~2. Each building principal or his/her designee who uses volunteers in any capacity shall be responsible for training volunteers to perform the specific duties associated with their assignments. The Athletic Director shall be responsible for ensuring all volunteers serving as coaches receive appropriate training to perform the duties associated with their assignment.~~
- ~~3. The building principal or his/her designee shall assume general authority and responsibility for all volunteers serving at that building. The Athletic Director shall share this general authority and~~

~~responsibility for all volunteers serving as coaches.~~

- ~~4. Each building principal or his/her designee shall be responsible for terminating the services of any volunteer who violates Board policy, school rules or guidelines or whose presence and/or actions are deemed to constitute a danger or threat to the district, the school, the students, and/or the school's personnel. The building principal and/or his/her designee shall inform the Superintendent in a timely manner of the termination of any volunteer. The Athletic Director shall have the same responsibility over volunteers serving as coaches and shall immediately report any termination to the building principal.~~

**The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.**

**At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.**

**The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.**

## **Guidelines**

### General Requirements

The following general requirements shall apply to all volunteers:

1. Under no circumstances shall a volunteer be considered an employee of the district.
2. A volunteer shall receive no wages or benefits for the performance of volunteer services.
3. The volunteer position is not a right, but rather a privilege conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time for any reason or no reason.
4. Volunteers shall not be asked to assume the professional responsibilities of school staff. Volunteers may provide assistance under the direction of a staff member.
5. Volunteers shall not have access to or handle any materials of a personal or confidential nature, unless the volunteer is a district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to whom s/he has been temporarily assigned.
6. Volunteers shall exhibit behaviors considered appropriate for interaction with district students, staff, other volunteers and the public while performing volunteer functions. These behaviors include, but are not limited to:
  - a. Maintaining a warm, caring, student-centered attitude.
  - b. Respecting the roles of school employees.
  - c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence in the school.
  - d. Following Board policies and district rules, including the directions of the building principal and employees to whom they are assigned.
7. Volunteers shall meet any standard which may be established by federal, state or local government, or by the Board and/or administration. The volunteer shall agree to be bound by all

applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the district's professional employees and support staff.

8. Volunteers shall not use tobacco, alcohol or controlled substances, or be under the influence of alcohol or controlled substances while serving as a school volunteer, including volunteer service that takes place outside of district property.
9. Volunteers shall not administer student discipline. The exception shall be a district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to whom s/he has been temporarily assigned.
10. Volunteers shall not administer first aid, except in the case of an emergency. The exception shall be a district employee whose job allows such and who has been assigned to do so by the building principal or designee or, as appropriate, the teacher to whom s/he has been temporarily assigned.
11. ~~All volunteers shall be issued a district identification badge which identifies the holder as an approved volunteer. Volunteers shall be required to wear and display such identification badges at all times while providing services to the district.~~
12. **11.** No volunteer shall be requested or required to transport students in district and/or personal vehicles as part of his/her volunteer duties. Any volunteer who violates this section shall be wholly responsible for liability.
13. **12.** Except as set forth above, the Board shall provide authorized volunteers with liability coverage as provided for employees of the district, to cover them while acting within the scope of their volunteer service.
14. **13.** Volunteers shall comply with the legally mandated employee requirements and procedures for ~~criminal history/child abuse/Raptor (or other such building level security program as may exist) reports or certifications~~ as set forth in this policy or as may be required by law. **In addition, volunteers shall complete the building level security program annually, to the extent it may be in existence.** If, under pertinent laws or regulations, his/her ~~criminal history/child abuse/Raptor (or other such building level security program as may exist) report or certifications~~ **or building level security program results** would preclude him/her from being hired as an employee, that person may not serve as a volunteer. However, the district may deny an application to a volunteer based upon the existence of a conviction of any criminal offense deemed by the district to preclude voluntary service to the district.[\[2\]](#)[\[3\]](#).

#### Application and Clearances-Certifications

Each volunteer shall complete a standard application, which shall be maintained in the building's files. ~~As part of that application, each applicant shall complete a Raptor scan, or other such building level security program as may exist.~~

All volunteers shall be approved by the appropriate building principal. The building principal shall maintain a record of the names, a brief description of the services performed, ~~Raptor (or other such building level security program~~ (as may **then be in existence**) results, and clearances **certifications** submitted for all volunteers in his/her respective building. The Athletic Director shall maintain the same information for volunteers serving as coaches. The record shall be maintained for a period of five (5) years.[\[2\]](#)[\[3\]](#).

Prior to the approval of any volunteer serving as a coach, the Athletic Director shall consider the impact of the approval on the district's Title IX compliance obligations.

~~Volunteers, as categorized, must acquire and/or submit the following:~~

	Limited Contact	Direct Contact
--	-----------------	----------------

	<b>Raptor (or other such building level security program as may exist)</b>	<b>Clearances</b>	<b>Raptor (or other such building level security program as may exist)</b>	<b>Clearances</b>
<b>Single-Event</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Short-Term</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Long-Term</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

Prior to the start of volunteer service, ~~direct contact~~ volunteers must submit to the district for review and verification: (1) ~~original Criminal History Report from the Pennsylvania State Police;~~ (2) ~~original Child Abuse History Clearance from the Pennsylvania Department of Welfare;~~ and (3) ~~an original federal criminal history report or if eligible, a disclosure statement application~~ **original copies of all certifications and complete the building level security program (as may then be in existence).** [2][3]

See 916AG1 Summary of Clearance **Certification** Requirements for Adult Volunteers Working with Children

~~All non-parent volunteers must complete, sign, and submit 916AG2 Non-Parent Volunteer Disclosure Form.~~

All required ~~criminal history reports and child abuse clearances~~ **certifications** shall be provided in the form and manner proscribed by law and must not be dated more than one (1) year prior to the date of the approval by the appropriate administration official designated in this policy. [2][3]

Once obtained, ~~direct contact~~ volunteers shall only be required to resubmit ~~criminal history reports and clearances~~ **certifications** every five (5) years, unless the ~~direct contact~~ volunteer has a break in service due to unenrollment in the district. A return to service after a break in service due to unenrollment shall require the submission of new ~~reports/clearances~~ **certifications** even if five (5) years has not elapsed. All volunteers shall be required to complete a ~~Raptor scan annually, or other such building level security program~~ (as may **then be in existence**).

**Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.** [14][15]

**All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.** [16][17]

All volunteers 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** ~~clearances or Raptor scan (or other such 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. [2]

~~Clearances~~ **Certifications** shall be obtained at the cost of the volunteer.

For district employees who volunteer, the ~~clearances~~ **certifications**/tests necessary for their employment shall be sufficient for their service as a volunteer. [2][3][5][6][7][8]

~~No individual will be approved to serve as a volunteer if the Raptor scan (or other such building level security program as may exist), criminal history reports or child abuse reports/clearances required by~~

~~this policy evidence an offense which would preclude such an individual from being employed in a Pennsylvania public school.~~

### Overnight Volunteers

~~Any volunteer who wishes to participate in any overnight field trip shall be required to submit: (1) original Criminal History Report from the Pennsylvania State Police; (2) original Child Abuse History Clearance from the Pennsylvania Department of Welfare; and (3) an original federal criminal history report or if eligible, a disclosure statement application, as well as submit to a Raptor scan, or other such building level security program as may exist. The clearances already submitted by direct contact volunteers shall be sufficient to meet this requirement.~~[\[2\]](#)[\[3\]](#)

~~For district employees who volunteer, the clearances/tests necessary for their employment shall be sufficient for their service as a volunteer.~~[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### Volunteers Serving in Excess of Ten (10) Hours Per Week

~~Volunteers shall undergo a tuberculosis examination, at their own expense, in accordance with this policy and the regulations of the Pennsylvania Department of Health.~~[\[9\]](#)[\[10\]](#)

~~Prior to the start of service, any volunteer who serves more than then (10) hours per week/per event with the same students, on or off campus, shall undergo a tuberculosis examination administered in accordance with the regulations of the Pennsylvania Department of Health. The test submitted shall have been obtained within the three (3) months prior to the application. Once submitted, volunteers shall not be required to obtain a test in a subsequent school year unless required by regulation.~~[\[9\]](#)[\[10\]](#)

### Unique Circumstances

The district recognizes that not all factual scenarios have been accounted for under this policy. For this reason, the Superintendent, the Director of Elementary Education and/or **Assistant Superintendent** ~~Director of Secondary Education~~ may determine health or other child safety standards, on a case-by-case basis, for situations not falling directly under this policy or as necessary for the continuation of district operations/programs. Under no circumstances shall the Raptor scan ~~(or other such building level security program~~ (as may **then be in existence**) requirement be waived.

Legal

1. [24 P.S. 510](#)
2. [24 P.S. 111](#)
3. [23 Pa. C.S.A. 6301 et seq](#)
5. Pol. 304
6. Pol. 305
7. Pol. 306
8. Pol. 307
9. [24 P.S. 1418](#)
10. [28 PA Code 23.44](#)
- [22 PA Code 8.1 et seq](#)
- Pol. 907

Book	Policy Manual
Section	900 Community
Title	Non-Parent Volunteer Disclosure Form
Code	916AG2 to be retired
Status	Review
Adopted	October 26, 2015
Last Revised	October 26, 2015

Please open, print and complete the attached form.

 [916AG2 Non-Parent Volunteer Disclosure Form.pdf \(23 KB\)](#)

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

APPROVED: October 26, 2015

REVISED:

## 916AG2 Non-Parent Volunteer Disclosure Form

### Section 1. Personal Information

In accordance with Policy 916, all non-parent volunteers must have a disclosure form on file in the building where services are provided. Please complete the following information, and return it to the building in which you are volunteering.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

School(s): \_\_\_\_\_

Description of volunteer activity::

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I have read, understand and agree to comply with Board Policy No. 916, School Volunteers and Board Policy No. 806, Child Abuse.
- As a volunteer to the West Chester Area School District, I understand that I am **not an employee** and will not receive any monetary compensation for the work that I perform.
- I understand that in the course of volunteer service with the West Chester Area School District, I have a responsibility to maintain the confidentiality of any employee or student information that become available to me in any form, oral or written. I understand that it is my responsibility to protect the confidentiality of information that I may encounter during my volunteer service. I understand that I am not to discuss academic or other confidential information regarding students or employees with anyone.
- I understand that I am not permitted to transport students.
- My signature below indicates that I understand the conditions stated above, that I will follow all applicable rules, procedures, district policies and instructions, and that all information provided by me is true.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

**Section 2. Report of Arrest or Conviction**

- By checking this box, I understand that I must report that I have been arrested for or convicted of an offense enumerated under 24 P.S. §1-111(e) List of Reportable offense(s) or named as a perpetrator in a founded or indicated report of child abuse within 24 hours of the arrest, conviction or notification.

**Section 3. No Arrest or Conviction**

- By checking this box, I state that I have never been arrested for or convicted of any Reportable Offense, or named a perpetrator in a founded or indicated report of child abuse.

**Section 4. Certification**

By signing this form, I certify under the penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

**This Section to be completed by School Personnel ONLY**

<b>Volunteer Name:</b> _____	
	<b><u>Expiration Date</u></b>
<b>Child Abuse Clearance</b>	_____
<b>Criminal History Clearance</b>	_____
<b>Fingerprinting</b>	_____

# West Chester Area School District 2021 Summer Learning Programs

## Presenters:

Kate Coulter, Steve Fitch, Anthony Froio,  
Steve Jenkins, Lisa Stoddard,  
Jason Thompson, Diane Squeri,  
Ashley Melanson and Sam Zang



# Social-Emotional Summer Learning



Kate Coulter



Attentoscopes help students focus on learning empathy and problem-solving skills.



WEEK	COMPETENCY	THEME	ACTIVITIES
1	Self-Awareness	I am Curious about and Confident that I can recognize my own emotions, strengths and challenges	Second Step Class Meetings Imagine Neighborhood Equity Series Check-Ins & Check-Outs
2	Self-Management	I am Creative/I am in Control of my thoughts, emotions and actions	
3	Social-Awareness	I am Kind, Empathetic, and Ethical in my home, school and community	
4	Relationship Skills	I am Helpful; I can Communicate, Compromise and Cooperate	
5	Making Responsible Decisions	I am Persistent and Proud; I can Choose to be responsible and weigh the Consequences of my actions	

# EGE Summer Academy

Over 175 students from East Goshen, Exton, Fern Hill, and Glen Acres joined together for Summer Academy this year.

Our teachers and students had the opportunity to have five fun weeks of learning reading, writing, math, doing STEM activities, and social-emotional learning.



# Some of our 1st grade activities included:

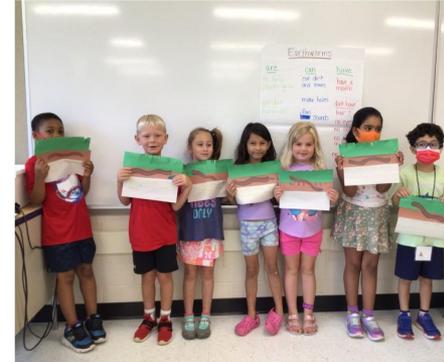
## ENTERING 1ST CENTER TIME



- \*Fishing for cvc words & sentences
- \*Reading & exploring books
- \*Adding & subtracting while playing 4 Way Countdown
- \*Read it, make it, write it practice
- \*Treasure hunt number practice



## BACKYARD BUGS & NATURE WEEK

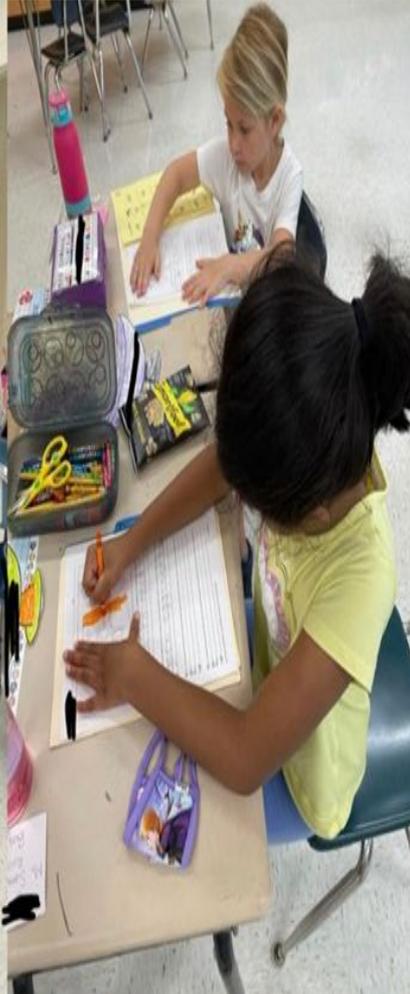
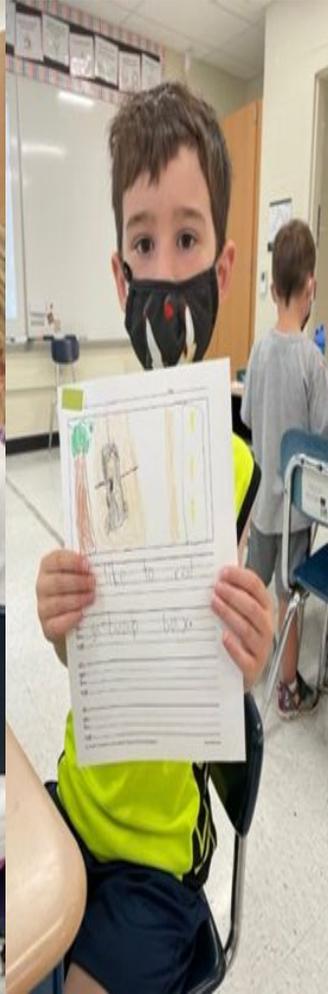
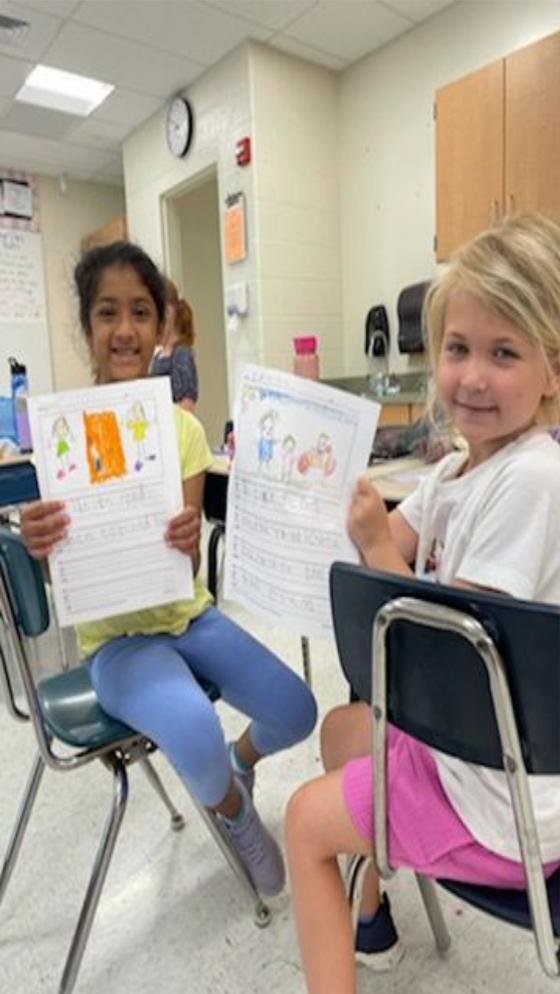


Sharing our earthworm facts!

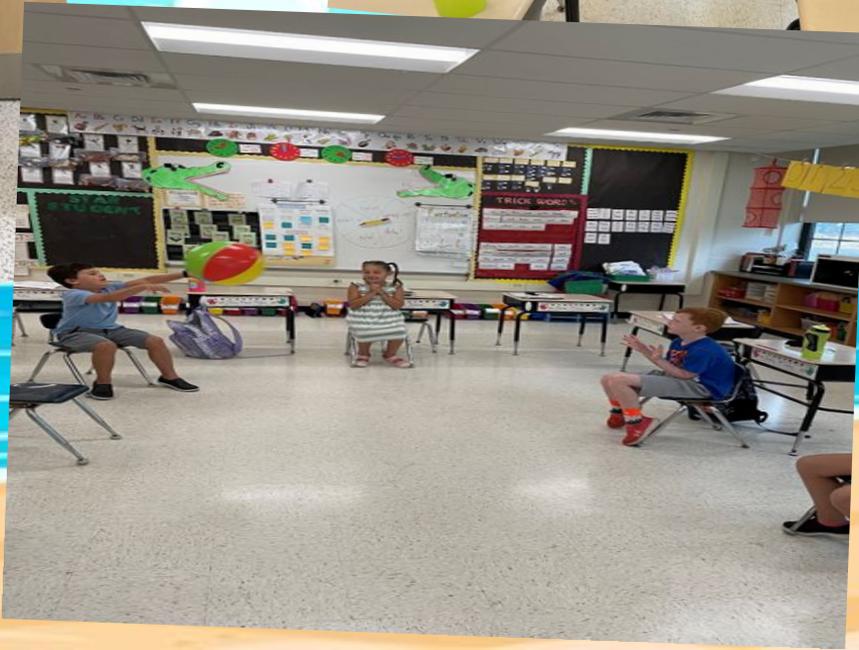


Graphing & comparing backyard bugs.

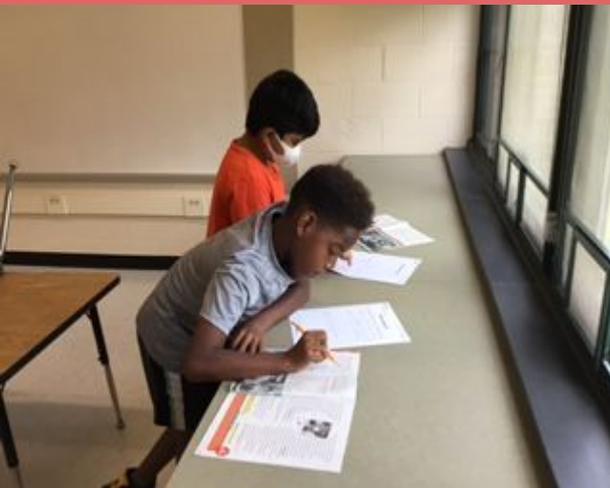
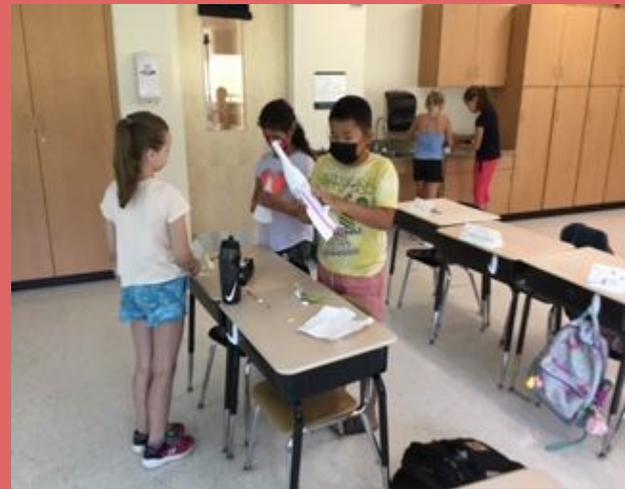
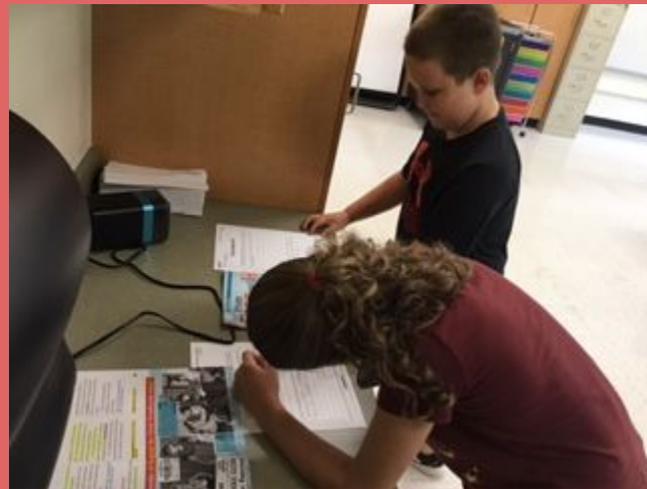
# More 1st grade fun:



# Beach Theme Week



# "Rocket to the Moon Challenge" 4th Grade



# "Walking Water" and Titanic Investigation 4th Grade





# Summer Academy @ Starkweather



Lisa Stoddard - Site Administrator

This summer, Starkweather welcomed 250 WCASD students from East Bradford, Hillsdale, Mary C. Howse, Penn Wood, Starkweather and Westtown-Thornbury for five weeks of fun in learning.

Teachers and students focused on reading, writing, math and social-emotional learning.

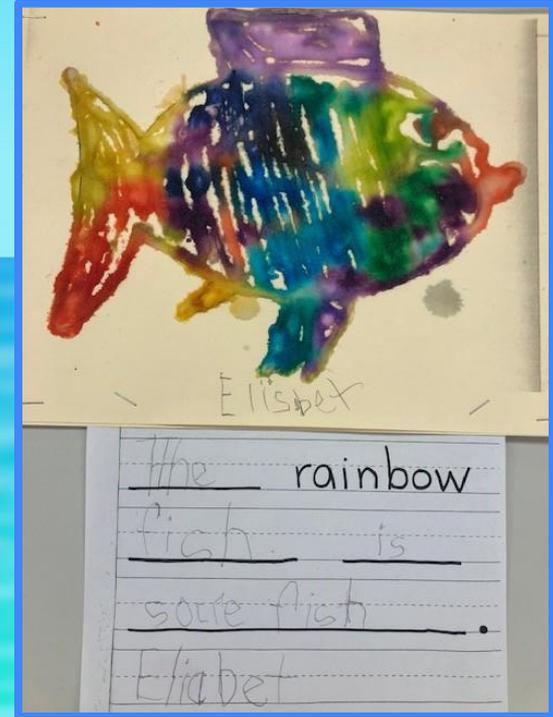
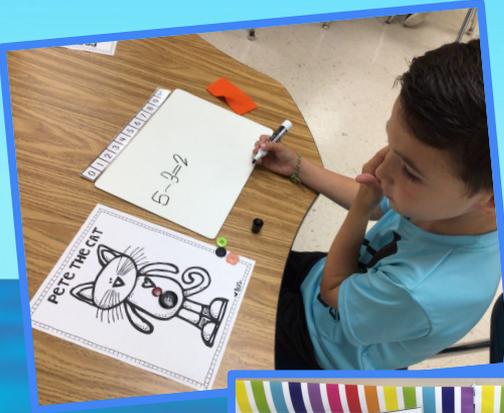




## Reinforcing foundational skills:

- number sense
- sight words
- first sound

Response to reading while reinforcing letter formation, digraphs, sight words, sentence structure and fine motor skills.

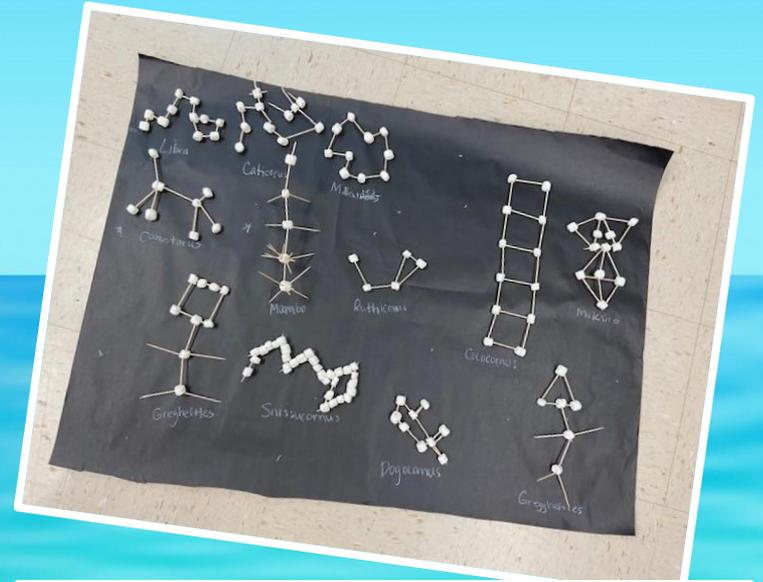


# STEM Activities

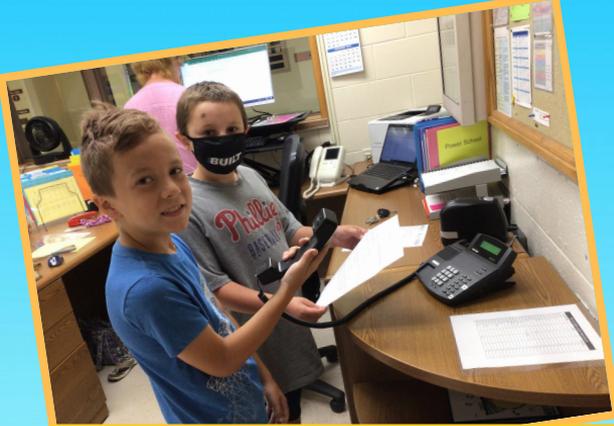
Teachers incorporated literacy and math into weekly STEM activities that correlated with weekly themes.



Theme: Oceans  
Layers of the Ocean



Theme: Space  
Constellation Creations



### **Student Leaders**

4th & 5th grade students led our day with daily announcements.



### **FUN**

Through multi-sensory activities, teachers created a fun learning environment for our students.

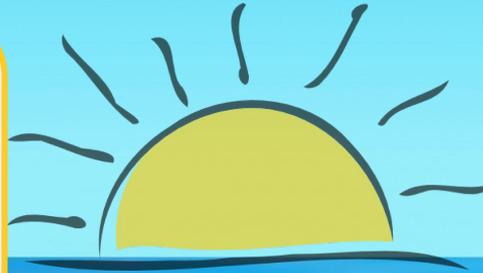


### **Friendships**

Students had the opportunity to create new friendships with peers throughout WCASD.

“I just wanted to thank you personally for running such a great program. It was everything we hoped for and more. My kids loved it, and I really loved knowing they had academic based fun. It’s exactly what they needed, and I feel really confident about starting the next year.” - SWS parent

“My rising first grader had a blast! We moved to the district last year and did cyber so it was wonderful for her to have the opportunity to meet other EBE classmates in person...The small class size and teacher communication was fantastic as well.” - EBE parent



“My son absolutely LOVED the summer learning program and it has really helped him maintain his academic skills. He’s so upset it’s ending, and we hope that this is something we can do every summer!” - MCH parent

“We were so pleased with this experience! We are missing the last week for vacation and my boys literally almost cried. They wanted to go to school over the beach! It was a wonderful benefit to them and I am so grateful that they are excited to return to school in the fall now! This was NOT their attitude at the end of the school year.” - PWE parent



Steve Jenkins  
Kate Coulter



**WCASD  
Summer  
Tutoring  
2021**



Over 200 students from each of the district elementary schools participated in the WCASD Summer Tutoring Program this summer.



Our teachers and students made new connections, bridged to prior knowledge, and cultivated all types of new friendships and relationships. Our bi-weekly sessions prepared each young person for the challenges of the 2021-2022 school year.



# Tutoring - Two Ways



## Zoom Tutors

On Tuesday and Thursdays, students from all over WCASD Zoomed in for additional summer instruction. Classes ranged from 2-8 students and teachers could truly identify need and individualized instruction.



## In-Person Tutors

From 12:30pm - 3:30pm students came to Fugett Middle School ready to give teachers their best. For 10 weeks we worked together to bridge learning from the school year, and continue to grow as learners as well.

# Summer Tutoring in Pictures



# Summer Tutoring in Pictures





## Some “Sunshine” from our parents...



Thank you so much! Small Group In-Person Tutoring was FANTASTIC. My child loved it.

Our child’s tutor was Mr Freddy Yahn and we cannot say enough things about how wonderful he was as a teacher and also as an encourager to a child who struggles significantly with math. Mr Yahn went above and beyond!!!! He is a great asset to our school district and played a valuable role in helping our child.



This was a great program and my daughter going into 4th wishes she would have done it along with my son going into 1st. If it’s offered next summer would definitely attend.

Please please please continue to offer this wonderful program every summer to ALL students. Our Summer Academy teacher Mrs. Perhacs brought both fun and learning to the kids which is so important. Our tutor Jennifer Knerr always brought so much enthusiasm to the zoom calls and kept the kids engaged the entire hour. We are so lucky to have such wonderful WCASD staff members who truly care about our kids beyond just a job.



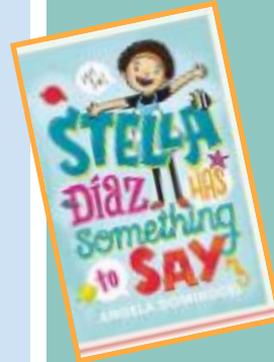
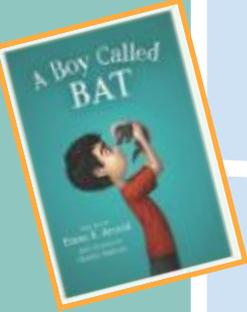
# Online Summer Book Clubs

Lisa Stoddard - Program Administrator



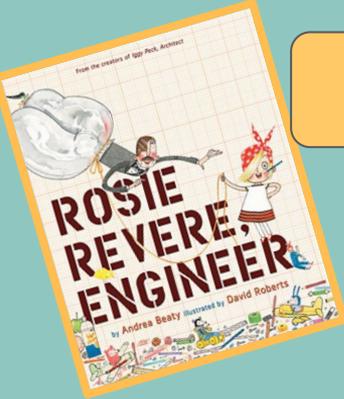
Over 600 WCASD rising 3rd-5th grade students engaged in one or more of our Summer Book Club sessions. Four sessions were offered in two week increments throughout June to August. Approximately 15-20 book clubs met biweekly over Zoom per session. Students were engaged in a variety of independent and group reading, writing and discussion activities.

Families were able to choose a book based on reading ability and interest. Book clubs were offered in the morning, afternoon or evening to accommodate all family's schedules.



# A few of our book club offerings...

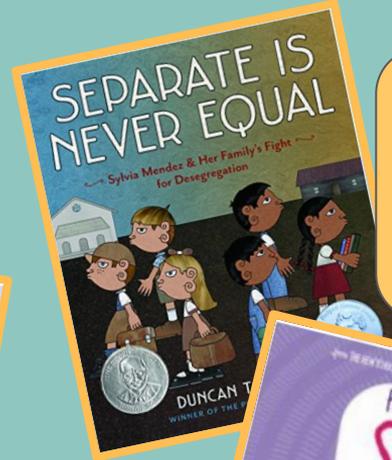
Ms. Anderson brought Maker Space to online book clubs.



Ms. Hutchinson connected reading and writing with her students.



Ms. Givvy shared social justice read alouds to engage students in meaningful discussion.



Ms. Kadis' book club offered a social-emotional option for students to gain strategies in dealing with anxiety.



Ms. Givey invited a guest to one of her book club Zooms...author of Simon B. Rhymin', Dwayne Reed!

Simon B. Rhymin'



Dwayne Reed!!!!





# A Glimpse at Parent Feedback



“Miss Culleton’s book club was amazing, interactive and engaging.” - EBE parent

“My daughter LOVED the summer book clubs. These meetings encouraged her to keep reading this summer. She enjoyed the interactions with the teachers and other students. We are both hoping you offer this again either throughout the school year and next summer! It was a pain free way to keep her reading throughout the summer. Thank you!” - GSE parent

“The book club teachers have been great. My daughter loved the books she’s been reading and meeting teachers & kids from other schools the district.” - GAE parent

“The Summer Book Clubs are FABULOUS! We were incredibly impressed by the options available to meet each child and family's needs based on reading level, interest, and daytime and evening meetings. My daughter completed 2 of the clubs so far and thoroughly enjoyed the books, her instructors, and their Zooms. She is looking forward to session 4. Well done, WCASD! I hope these stick around for next summer too.” - PWE parent

WC

# JUMP START

Elementary

Jason Thompson  
Steve Fitch





- 200 (K-5) ELD students served.
- Full-day programming.
- Breakfast and lunch served.
- AM: standards-based remediation in math, reading and SEL lessons.
- PM: Experiential learning and building background knowledge to support language development.

# Partnerships



## Believe & Achieve Foundation

- Grant to cover 12 (K-5) field trips
- Grade level special activity supplies (i.e. robots, chemistry supplies, etc.)
- Personalized student camp bags, containing a Jump Start t-shirt, swimsuit and flip flops
- Weekly produce stand

# Partnerships



**Kate Magee** · 1st  
Marketing & Director of Community Relations  
2h · 🌐

Blueberries, Carrots, Collard Greens, Cabbage, Celery Scallions....

OH MY!!! 🍷🥕🌿🥬🥒🥕🌿

Week 1 of the B&A Farm Fresh Market was a smashing success!!

[#fullbellies](#) [#fullhearts](#) [#healthykiddos](#) [#farmfresh](#)  
[#believeandachieve](#) [#jumpstart](#)



## Weekly Produce Stand

Provided fresh fruits, vegetables and translated recipes to all K-12 Jump Start families.

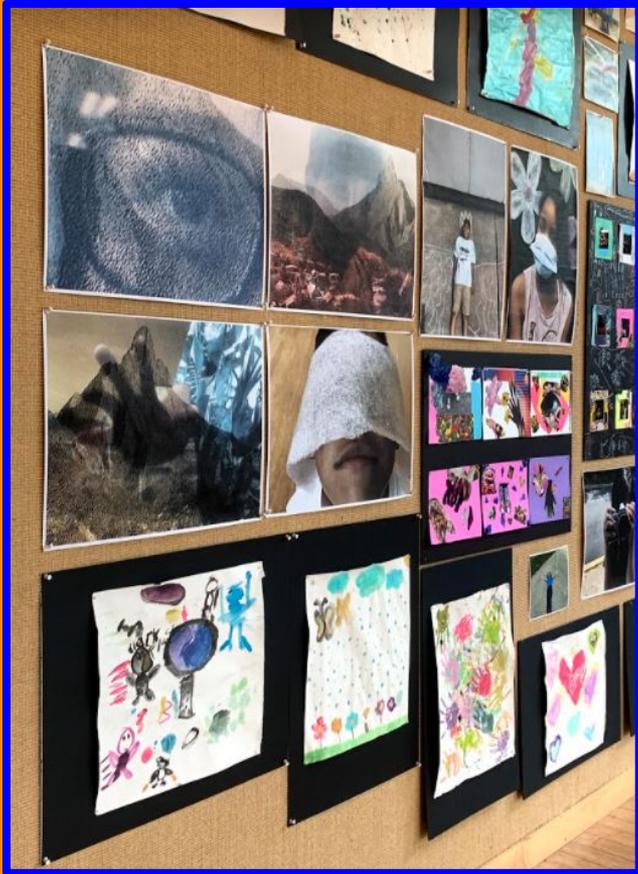
# Partnerships



## West Chester University

- Grant to support fourth grade students
- Students learned photography and literacy skills (Photo literacy)
- Weekly visits to WCU and Chester County Art Association's dark room
- Culminating art show at WCU for fourth grade families

# Partnerships



## Photo Literacy Expo at WCU

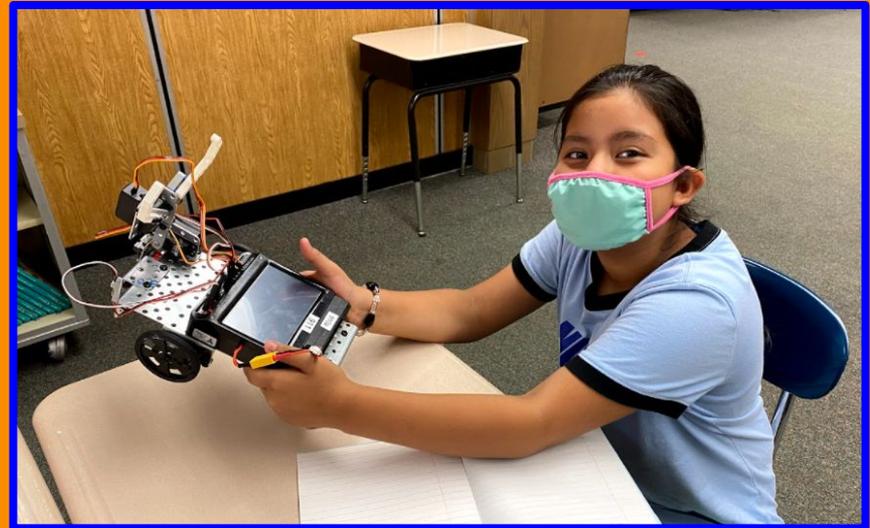
Provided an authentic audience of peers and family to showcase their photo literacy projects.

# Partnerships



## Young Men & Women In Charge

- Supported Fifth Grade Students
- Weekly Stem Activities



# Special Events



Milky Way Farm



Crystal Cave



Bowling Palace

# Special Events



Chick Hatching



Mini Golf



Reading to Dogs

# Special Events



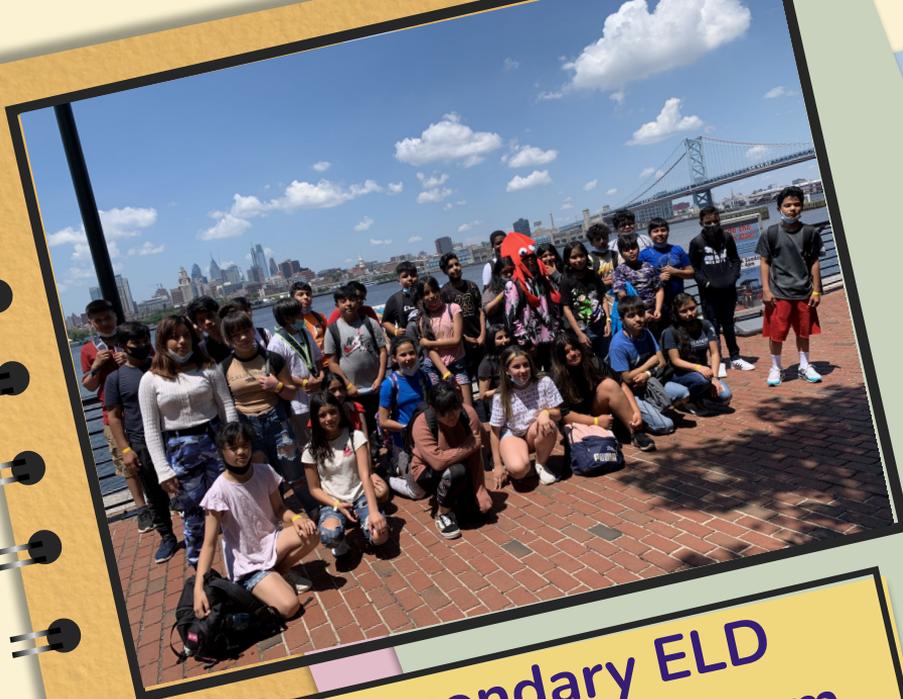
Dutch Wonderland



Adventure Aquarium



Hersheypark



**Secondary ELD  
Jumpstart Program  
Summer 2021  
Henderson High  
School**

**Steve Werner,  
Asst. Director of  
Pupil Services**

**Diane Squeri, Site  
Administrator**

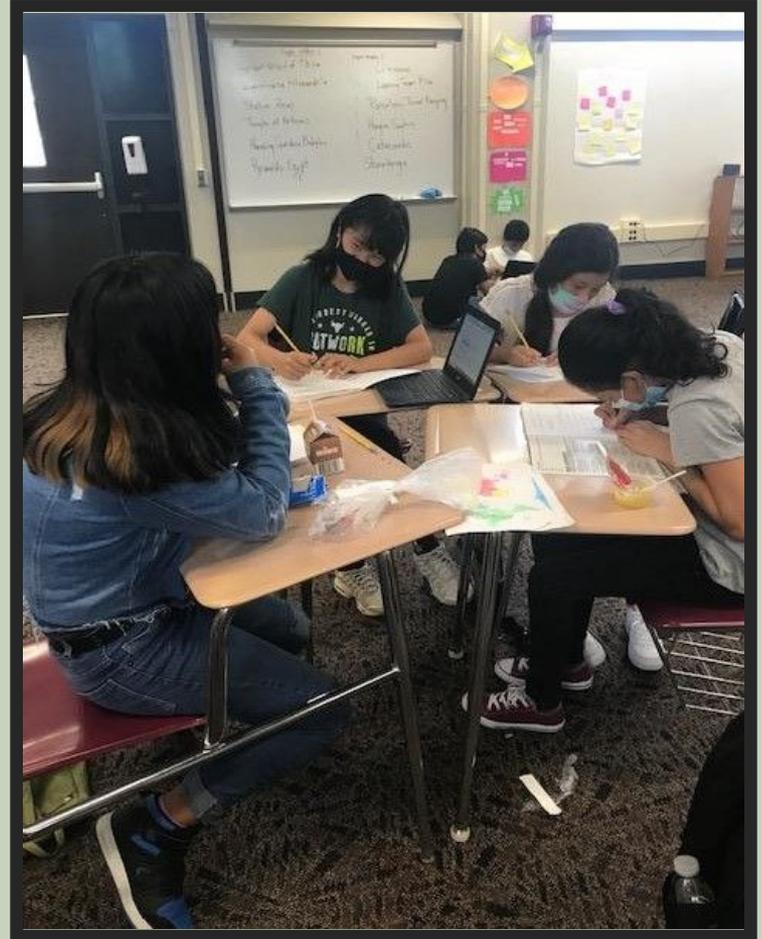
**ELD Teachers:  
Kim Freese  
Anastasia Coni  
Michelle West  
Suzanne Brady**

## Program Information and Goal

- 7th -12 th grade ELD students: 4 weeks, full day, transportation, breakfast and lunch provided
- Instruction based on common curriculum content in grades 7-12

**Goal: To provide enriching learning experiences that will improve language proficiency skills by:**

- Building background knowledge
- Introducing content area topics and vocabulary
- Engaging in real world experiences



**Field Trips: Myrick Nature Center-Stream Study (Freshwater Biome) and Adventure Aquarium (Saltwater Biome)**



**Finding macro-invertebrates**



**Observing the Ecosystem**

**Biology: Explore the Natural World**

**Week 1**

**ELA: Biomes of the World (Aquatic and Forest)**



# Week 2- Landmarks of the World, Historic Sites and American Revolution

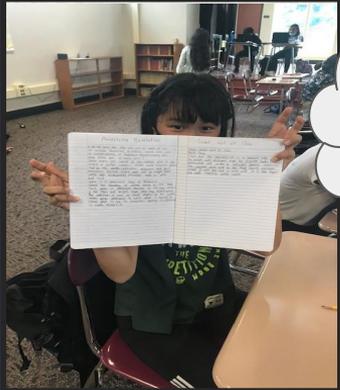
# Historic Landmarks Field Trips: Independence Hall, Liberty Bell and Museum of the American Revolution (Philadelphia, PA)



George Washington's  
Battle Tent!



Clipper Ship Tour  
and History of Our  
Flag!



My Great  
Wall of  
China  
Research



# Week 3- Career Exploration

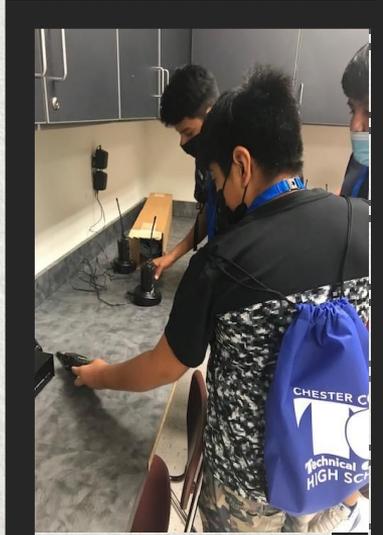
Federal  
Credit  
Union

Banking  
and Finance,  
Restaurant  
Industry,  
Technical and  
STEM Fields  
Myers Briggs  
Inventory

Lawyers  
and  
Police  
Officer

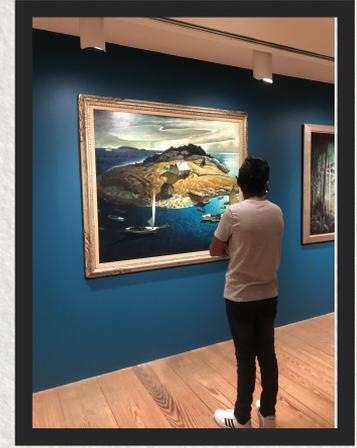


TCHS  
Tour



# Trips to Brandywine Conservancy Museum of Art and Philadelphia Magic Gardens: (Crawford, Wyeth and Zagar Exhibits)

# Week 4- Exploring Types of Art and Expression: Making Mosaics, Paper Sculptures, Abstract and Realistic Art



# Student Survey Responses

**“ I had so much fun this summer! I wouldn't change anything! “ (9th grade student)**

**“I loved all the field trips! The aquarium was my favorite!” (7th grade student)**

**“I liked learning about artists and seeing the art.” (10th grade student)**

**“I would like doing more crafts. It was fun! “ (7th grade student)**

**“I liked learning about different jobs. I know it's a lot of school, but I'm really interested in becoming a lawyer.” (7th grade student)**



**“I liked research time.” (8th grade student)**

**“I like we could choose any week because sometimes I do other things. I also liked the TCHS tour. I want to go into cosmetology.” (11th grade student)**

**“There wasn't anything I didn't like. I wish we had more time.” (8th grade student)**

**“My favorite part is when we went to the creek.” (8th grade student)**

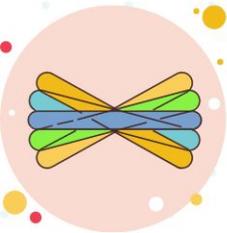
# Anytime, Anywhere Learning



Provide students with multimodal opportunities for skill-building at home through creating, exploring, making, and moving

Empower families and encourage collaborative partnerships with schools

Provide families with quality resources that align with WCASD's Operation Innovation initiatives





**Mrs. Thomas - Hillsdale Elementary**



# Anytime Summer Learning

## Rising Grades 1-5

### Summer 2021



All students Rising 1-5 will be automatically enrolled in the Summer Learning course - no need to sign up!  
These classes will go LIVE on June 7.

#### Teacher Suggestions Rising 1-3

- Use these slides to roll out Summer Learning
- Complete a Ready for Summer activity!  
[Summer Selfie with Rainbow Bear & Turtle](#) and/or  
[I Am Excited for Summer!](#)
- Send the [Progress Tracker](#) to families

#### Teacher Suggestions Rising 4-5

- Use these slides to roll out Summer Learning
- Print the [My Summer Learning Menu](#) for students to complete and plan their summer learning or make a copy and assign slides 6-7

**Have a student that you would like to provide with off screen activities before they head out for the summer?**

Click here to access and print:

[Grade K \(Rising 1\)](#) [Grade 1 \(Rising 2\)](#) [Grade 2 \(Rising 3\)](#)

*These activities will also be shared in weekly learning plans*

Click here to access and print:

[Rising 4-5 Asynchronous Activities](#)

*These activities are also posted in the Schoology course*

**Click here for Anytime Summer Learning flyers in English & Spanish**

Anytime Anywhere Summer Learning

## OFF SCREEN ACTIVITIES



 **READING** 

 **MATH** 

 **WRITING** 

 **SCIENCE** 

 **SOCIAL STUDIES** 

 **UNIFIED ARTS** 

 **WC FAMILY RESOURCES** 

## FRACTIONS

### DIRECTIONS

- **PERUSE** THE NEARPOD REVIEW LESSONS
- **PRACTICE** YOUR SKILLS WITH ONLINE GAMES
- **PERFORM** BY COMPLETING SHORT SKILL CHALLENGES TO PROVE YOU ARE READY TO LEVEL UP!



**CAN YOU COMPLETE ALL LEVELS?**



**PERFORM**  
**LEVEL UP** 





## Week Eight: I Am Ready

Being ready for school means you are prepared and eager to learn. Let's focus on getting ready for school starting soon!

	Reading & Oral Language	Writing & Phonics	Math
Seesaw	How can I use text features to find important information?	How can I write a research report?	I can I use tools to measure objects?
Screen-Free	<p><b>How Do I Go To School</b></p> <p>Read or <a href="#">listen</a> to "How Do Dinosaurs Go To School?" Take time to think and talk about what being ready for school means. How are you ready to learn and be a great friend?</p>	<p><b>It's Party Time</b></p> <p>It's time to celebrate all you've accomplished this summer. Think about what you've learned this summer. Plan a way to celebrate.</p>	<p><b>My Math Story</b></p> <p>Use objects you find to create and solve a math story. How can you make each story different using the same objects?</p>
	Social Emotional Learning		Family Routines
	<p><b>Balloon Breathing</b></p> <p>Have you ever felt sad, uncomfortable or scared in a new situation? One deep breath in and one long breath out can make you feel better!</p>	<p><b>School Routines</b></p> <p>The new school year is fast approaching. It's never too early to prepare. Over the next week, spend time getting ready for the new year to begin.</p> 	

## How Can I Solve Subtraction Story Problems Within 10?



Practice



Research



Sing



Act



Create



Home


Show What You Know


Reflect

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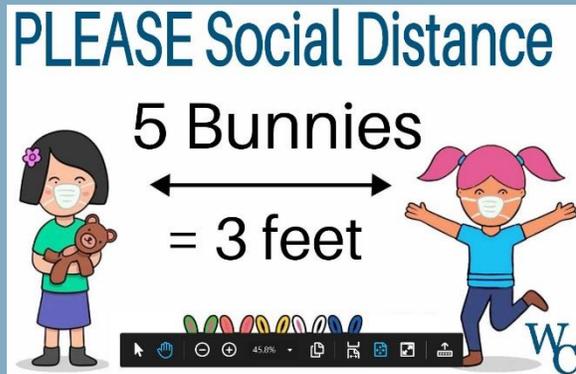
INTRODUCTION TO  
SCHOOLOGY COURSE



# August 2021 Health and Safety Plan Update

*Educating and inspiring our students  
to achieve their personal best.*

# Social Distancing



Three (3) feet of social distancing will be maintained to the extent possible in classrooms.

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Students will have an assigned seat (or QR code) in school and on the bus.

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Universal precaution signage will be displayed prominently throughout the schools.

# Close Contact and Quarantining

## Exceptions to a close contact are:

1. Proof of vaccination

COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.

Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of birth \_\_\_\_\_ Patient number (medical record or IIS record number) \_\_\_\_\_

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 <sup>st</sup> Dose COVID-19		mm / dd / yy	
2 <sup>nd</sup> Dose COVID-19		mm / dd / yy	
Other		mm / dd / yy	
Other		mm / dd / yy	

OR

2. If both the infected student and the close contact(s) were wearing masks and at 3 feet or more of distance.

\*This does not apply to staff.



# Masking



CDC recommends K-12 masking for all students and staff.



The CCHD recommends following CDC guidance and has resumed weekly data reports.



The district will continue to monitor conditions.

# Masking Recommended

All students K-12 are encouraged to wear masks for in-person instruction.

## Benefits

Parent choice  
Responsive to changing conditions  
Normalcy

## Concerns

Risk of transmission  
Risk of quarantining students  
Jeopardizes in-person instruction

- As families may have different health concerns for members of their household, the district respects these personal decisions.
- In the event that conditions fall into elevated levels of transmission in Chester County, the district will require masking for all students and staff in our K-12 schools

# Masking Required

All students in grades K-12 are required to wear masks for in-person instruction.

## Benefits

Student safety K-12  
Removes contact tracing  
Universal consistency

## Concerns

Removes parent choice  
Barrier for early readers  
Hinderance to socialization

- This requirement aligns with CDC recommendations
- Removes the disruption of contact tracing.
- Upon making these decisions, the district will review the county rates of transmission and county-wide vaccination levels.



# Monitoring and Transmission Levels

On-site COVID testing will be available for symptomatic students and teachers.

N= cases per 100,000 people

## Low transmission

N = 0 to 9.99  
or a test positivity  
rate of  
less than 5%.

## Moderate transmission

N = 10 to 49.99  
or a positivity  
rate between 5%  
and 7.99%.

## Substantial transmission

N = 50 to 99.99  
or a positivity  
rate between 8%  
and 9.99%

## High transmission

N =  $\geq 100$   
or a positivity  
rate of 10% or  
higher.



# Masking by Transmission Levels

County Transmission Level	7-Day Incidence Rate per 100,000		7-Day Percent Positivity	Masking Status K-12
Low	<10	AND	<5%	Recommended
Moderate	10-49	OR	5% - 7.9%	Required
Substantial	50-99	OR	8% - 9.99%	Required
Very High	≥100	OR	≥10%	Required

# Masking Exceptions

Mask exceptions may be granted for:



- 1.** Medical and or disability condition with a doctor's note.
- 2.** Religious reason with a letter from religious leader or clergy.



## West Chester Area School District 2021 – 22 Health and Safety Plan

This plan goes into effect on August 24, 2021

### Cleaning, Sanitizing, Disinfecting, and Ventilation

- Routine cleaning of any utilized spaces will be performed each afternoon. Additional cleaning will be implemented on an as needed basis.
- Hand sanitizer stations will be maintained in each entrance area, and students and staff will be encouraged to use them before entering the buildings.
- Water drinking fountains will continue to be turned off. Water filling stations will be available. Students and staff are encouraged to bring their own water bottles.

### Safety Protocols

- The District will apply masking requirements for all K-12 students, staff, and visitors according to current transmission levels in Chester County as described in the chart below:

County Transmission Level	7-Day Incidence Rate per 100,000		7-Day Percent Positivity	Masking Status K-12
Low	<10	AND	<5%	Recommended
Moderate	10-49	OR	5% - 7.9%	Required
Substantial	50-99	OR	8% - 9.99%	Required
Very High	≥100	OR	≥10%	Required

- Masks are optional for all outdoor West Chester Area School District activities.
- Mask exceptions may be granted for:
  - Medical and or disability condition with a doctor’s note.
  - Religious reason with a letter from religious leader or clergy.
- 3 feet of social distancing will be maintained in classrooms and cafeterias to the extent possible.
- No sharing of snacks; pre-packaged snack bags preferred.
- Students will have assigned seats on the school bus, classrooms, and cafeterias.
- Visitors and volunteers will be allowed on-site by appointment only.

### Contact Tracing

- Close contacts are defined as being within 6 feet of someone who has COVID-19 for 15 minutes or more over a 24 hour period.

- Per the Chester County Health Department (CCHD), Contact tracing is still required in the event of a positive case, with the following exceptions if both the infected student and close contact(s) were properly wearing masks.
  - Proof of vaccination

**OR**

- If both the infected student and the close contact(s) were wearing masks and they were at least 3 feet apart.

### **Monitoring Student and Staff Health**

- School nurses will follow CCHD guidance related to communicable diseases, including [COVID-19](#).
- Students and staff should report any exposures to COVID-19 or positive test results to the school nursing staff and/or to the coaching/athletic staff.
- The school district will maintain adequate personal protective equipment for use by school nurses when individuals become ill.
- On-site COVID testing will be available for symptomatic students and teachers. (Students will **not** be tested without parent permission.)

### **Educational Delivery Model**

- Parents have the option for full time, in-person learning
- Parents have the option of participating in the West Chester Cyber Program
- When a student is absent due to illness, assignments will be delivered asynchronously or assignments will be provided by the teacher.
- If less than a whole class needs to quarantine the quarantined students will be provided with asynchronous lessons.
- If an entire class needs to quarantine the whole class will move to all virtual instruction.

### **Social and Emotional Learning (SEL) Plan**

- Each building will develop an SEL goal based on a needs assessment conducted by the Chester County Intermediate Unit.
- Prevention Specialists will support the implementation of the SEL plan and adjust the plan based on progress monitoring of the goal.
- Mental health specialists are available in all buildings and can be accessed through the Multi-Tiered System of Supports (MTSS) team process.

### **Other Considerations**

- Parents will be encouraged to conduct daily health screenings.
- The district will send weekly health screening reminder to parents.
- The West Chester Area School District will adhere to any changes in guidance as recommended by the Chester County Health Department, the Pennsylvania Department of Health, and the CDC.
- The District will participate in any vaccination initiatives offered by the Chester County Health Department.



# ARP ESSER Health and Safety Plan Guidance & Template

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Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of [masks](#);
- b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
- c. [Handwashing and respiratory etiquette](#);
- d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
- f. [Diagnostic](#) and screening testing;
- g. Efforts to provide COVID-19 [vaccinations to school communities](#);
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.\* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

## **Additional Resources**

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

# Health and Safety Plan Summary: West Chester Area School District

Initial Effective Date: June 28, 2021

Date of Last Review: ~~June 28, 2021~~ August 16, 2021

Date of Last Revision: ~~June 28, 2021~~ August 16, 2021

Revisions to be Board Approved: August 23, 2021

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

~~To the maximum extent practical, the LEA will follow guidance from the CDC and Chester County Health Department to reopen and operate school facilities for in-person learning continuously and safely. In accordance with the governor's order, masks will be optional; however, unvaccinated visitors, staff members, and students are encouraged to wear a mask while indoors. Students and staff will maintain distancing requirements as much as possible.~~

**The District will apply masking requirements for all K-12 students, staff, and visitors according to current transmission levels in Chester County as described in the chart below:**

County Transmission Level	7-Day Incidence Rate per 100,000		7-Day Percent Positivity	Masking Status K-12
Low	<10	AND	<5%	Recommended
Moderate	10-49	OR	5% - 7.9%	Required
Substantial	50-99	OR	8% - 9.99%	Required
Very High	≥100	OR	≥10%	Required

- **Masks are optional for all outdoor West Chester Area School District activities.**
- **Mask exceptions may be granted for:**
  - **Medical and or disability condition with a doctor's note.**
  - **Religious reason with a letter from religious leader or clergy.**
- **3 feet of social distancing will be maintained in classrooms and cafeterias to the extent possible.**
- **No sharing of snacks; pre-packaged snack bags preferred.**

- **Students will have assigned seats on the school bus, classrooms, and cafeterias.**
- **Visitors and volunteers will be allowed on-site by appointment only.**

Hand sanitizer stations will be maintained in each entrance area; students and staff will be encouraged to use them before entering the buildings. Routine cleaning of any utilized spaces will be performed each afternoon. Additional cleaning will be implemented on an as needed basis. Water drinking fountains will continue to be turned off. Water filling stations will be available. Students and staff are encouraged to bring their own water bottles.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

### **Educational Delivery Model/Academics**

- Parents have the option for full time, in-person learning
- Parents have the option of participating in the West Chester Cyber Program
- **When a student is absent due to illness, assignments will be delivered asynchronously or assignments will be provided by the teacher.**
- **If less than a whole class needs to quarantine, the quarantined students will be provided with asynchronous lessons.**
- **If an entire class needs to quarantine, the whole class will move to all virtual instruction.**

### **Social and Emotional Learning (SEL) Plan**

- Each building will develop an SEL goal based on a needs assessment conducted by the Chester County Intermediate Unit.
- Prevention Specialists will support the implementation of the SEL plan and adjust the plan based on progress monitoring of the goal.
- Mental health specialists are available in all buildings and can be accessed through the Multi-Tiered System of Supports (MTSS) team process.

### **Student Health and Food Services**

- The District will participate in the United States Department of Agriculture (USDA) pandemic flexible meal programs. These programs are available free of charge for each child in the household up to age 18. The Programs include:
  - Summer Feeding Program - weekly meals distributed at a meal pick up location through August 25th.
  - Return to School Program - Beginning August 30, 2021, **WCASD will no longer be a designated community meal pick up site. However,** daily breakfast and lunch will be available at the school for students attending in-person instruction. ~~and the~~ **Weekly** meal pick up will continue for families ~~not attending~~ **other WCASD programs** in-person instruction **(e.g.**

**– WCASD Cyber, Alternative Ed., etc.)**

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures																									
<p><b>a. Universal and correct wearing of <a href="#">masks</a>;</b></p>	<p><del>Effective June 28 masks are optional, in accordance with the governor’s order and Chester County Health Department recommendations. However, unvaccinated visitors, staff members, and students are encouraged to wear a mask while indoors. Masks are optional for all WCASD activities.</del></p> <p><b>The District will apply masking requirements for all K-12 students, staff, and visitors according to current transmission levels in Chester County as described in the chart below:</b></p> <table border="1" data-bbox="623 940 1390 1167"> <thead> <tr> <th>County Transmission Level</th> <th>7-Day Incidence Rate per 100,000</th> <th></th> <th>7-Day Percent Positivity</th> <th>Masking Status K-12</th> </tr> </thead> <tbody> <tr> <td>Low</td> <td>&lt;10</td> <td>AND</td> <td>&lt;5%</td> <td>Recommended</td> </tr> <tr> <td>Moderate</td> <td>10-49</td> <td>OR</td> <td>5% - 7.9%</td> <td>Required</td> </tr> <tr> <td>Substantial</td> <td>50-99</td> <td>OR</td> <td>8% - 9.99%</td> <td>Required</td> </tr> <tr> <td>Very High</td> <td>≥100</td> <td>OR</td> <td>≥10%</td> <td>Required</td> </tr> </tbody> </table> <p><b>Masks are optional for all outdoor West Chester Area School District activities.</b></p> <p><b>Mask exceptions may be granted for:</b></p> <ul style="list-style-type: none"> <li>○ <b>Medical and or disability condition with a doctor’s note.</b></li> <li>○ <b>Religious reason with a letter from religious leader or clergy.</b></li> </ul>	County Transmission Level	7-Day Incidence Rate per 100,000		7-Day Percent Positivity	Masking Status K-12	Low	<10	AND	<5%	Recommended	Moderate	10-49	OR	5% - 7.9%	Required	Substantial	50-99	OR	8% - 9.99%	Required	Very High	≥100	OR	≥10%	Required
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<p><b>b. Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);</b></p>	<p>WCASD will follow physical and social distancing guidance as established by the Chester County Health Department (<b>CCHD</b>), the <b>Pennsylvania Department of Health</b>, and the <b>CDC</b>.</p> <p><b>Three (3) feet of social distancing will be maintained in classrooms and cafeterias to the extent possible.</b></p>																									

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>c. <a href="#">Handwashing and respiratory etiquette</a>;</p>	<p>Hand sanitizer stations will be maintained in each entrance area; students and staff will be encouraged to use them before entering the buildings.</p>
<p>d. <a href="#">Cleaning and maintaining healthy facilities, including improving ventilation</a>;</p>	<p>Routine cleaning of any utilized spaces will be performed each afternoon. Additional cleaning will be implemented on an as needed basis.</p> <p>Water drinking fountains will continue to be turned off. Water filling stations will be available. Students and staff are encouraged to bring their own water bottles.</p>
<p>e. <a href="#">Contact tracing in combination with isolation and quarantine</a>, in collaboration with the State and local health departments;</p>	<p>WCASD will follow contact tracing guidance as established by the Chester County Health Department.</p> <p><b>Close contacts are defined as being within 6 feet of someone who has COVID-19 for 15 minutes or more over a 24 hour period.</b></p> <p><b>Per the Chester County Health Department, Contact tracing is still required in the event of a positive case, with the following exceptions if both the infected student and close contact(s) were properly wearing masks:</b></p> <p style="text-align: center;"><b>Proof of vaccination</b> <b>OR</b> <b>If both the infected student and the close contact(s) were wearing masks and they were at least 3 feet apart.</b></p>
<p>f. <a href="#">Diagnostic and screening testing</a>;</p>	<p>Parents will be encouraged to conduct daily health screenings.</p> <p><b>The district will send weekly health screening reminder to parents.</b></p> <p>School nurses will follow CCHD guidance related to communicable diseases including <a href="#">COVID-19</a>.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>Students and staff will report any exposures to COVID-19 or positive test results to the school nursing staff and/or to the coaching/athletic staff.</p> <p>The school district will maintain adequate personal protective equipment, for use by school nurses, when individuals become ill.</p> <p><b>On-site COVID testing will be available for symptomatic students and teachers. (Students will not be tested without parent permission.)</b></p>
<p>g. <b>Efforts to provide <a href="#">vaccinations to school communities</a>;</b></p>	<p>The District will participate in any vaccination initiatives offered by the Chester County Health Department.</p>
<p>h. <b>Appropriate accommodations for students with disabilities with respect to health and safety policies; and</b></p>	<p>Individual accommodations related to health and safety will be included in documents as deemed necessary by the IEP and 504 teams.</p>
<p>i. <b>Coordination with state and local health officials.</b></p>	<p>The West Chester Area School District will adhere to any changes in guidance as recommended by the Chester County Health Department, <b>the Pennsylvania Department of Health, and the CDC.</b></p>

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **WEST CHESTER AREA SCHOOL DISTRICT** reviewed and approved the Health and Safety Plan on ~~June 28, 2021~~ **August 23, 2021**

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on: ~~June 28, 2021~~ **August 23, 2021**

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.