



WEST CHESTER AREA SCHOOL DISTRICT
Education Committee Meeting
June 27, 2022
6:00 p.m.
Spellman Education Center/Livestream

AGENDA

•	Public Comment	
★	Approval of May 9, 2022 Combined Education and Pupil Services Committee Meeting Minutes	K. Shaw
★	Review and Approval of Revised Policy 218, Student Discipline	K. Reynolds
★	Review and Approval of Revised Administrative Guideline, 218AG1, Code of Student Conduct/Disciplinary Action Schedule (<i>formerly known as Student Code of Conduct/Disciplinary Action Schedule</i>)	K. Reynolds
★	Review and Approval of Revised Policy 218.3, Student Integrity	K. Reynolds
★	Review and Approval of Revised Policy 220, Student Expression/Dissemination of Materials (<i>formerly known as Student Expression/Distribution and Posting of Materials</i>)	K. Reynolds
★	Review and Approval of name change and revisions of Administrative Guideline 220AG1: Guidelines for Student Expression/Dissemination of Materials (<i>formerly known as Guidelines for Student Expression /Distribution and Posting of Materials</i>)	K. Reynolds
★	Review and Approval of Revised Policy 227: Controlled Substances/ Paraphernalia	K. Reynolds

★ Committee Voting Item

Public Comment Protocol

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

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WEST CHESTER AREA SCHOOL DISTRICT
Combined Education and Pupil Services Committee Meeting

May 9, 2022
Spellman Education Center Board Room
Start: 6:30 – Finish: 7:54

Attending Education Committee Members:

☒ Kate Shaw (Chair) ☒ Joyce Chester ☒ Daryl Durnell ☐ Laura Detre

Attending Pupil Services Committee Members:

☒ Joyce Chester **via phone** (Chair) ☒ Daryl Durnell ☐ Laura Detre ☒ Kate Shaw

Other Board Members:

☒ Gary Bevilacqua ☒ Karen Fleming ☒ Karen Herrmann ☒ Sue Tiernan
☐ Stacey Whomsley

Administration:

☒ Robert Sokolowski ☒ Kalia Reynolds ☒ Tammi Florio ☐ Dawn Mader ☒ Sara Missett
☒ Leigh Ann Ranieri ☒ Michael Wagman

Public Comment:

Name	Subject of Testimony
Judi DiFonzo	PTS

Items on Agenda:

- Approval of April 11, 2022 Combined Education and Pupil Services Committee Meeting Minutes
- Teacher on Special Assignment (TOSA) Presentation
- Approval of Illustrative Mathematics K-8 Math Textbook Recommendations
- Approval of Big Ideas Learning - Algebra 1 & Algebra 2 Textbook Recommendations
- Approval of The Practice of Statistics Textbook Recommendation
- Approval of HMH United States History Grades 7 & 8 Social Studies Textbook Recommendations
- Approval of Dr. Reggie Candio Psychologist Agreement
- Pediatric Therapeutic Support (PTS) presentation

Education Committee Actions/Outcomes to be placed on May 25, 2022 Board Agenda for Approval:

Agenda Item	Vote
Approval of the April 11 Combined Education and Pupil Services Committee Meeting Minutes	3-0
Approval of <i>Illustrative Mathematics</i> K-8 Math Textbooks	3-0
Approval of <i>Big Ideas Learning - Algebra 1 & Algebra 2</i> Textbooks	3-0

Agenda Item	Vote
Approval of <i>The Practice of Statistics</i> Textbook	3-0
Approval of <i>HMH United States History</i> Grades 7 & 8 Social Studies Textbook	3-0

Pupil Services Committee Actions/Outcomes to be placed on April 25, 2022 Board Agenda for Approval:

Agenda Item	Vote
Approval of Dr. Reggie Candio Psychologist Agreement	3-0

Education Committee May Board Consent Agenda Items:

- **Approval to establish/terminate:**
 - East HS Academic Team Competition
- **Approval of any overnight trips**
 - East HS Academic Team – Harrisburg, PA, April 28-29, 2022
 - East HS Indoor Color Guard – Wildwood NJ, April 28-May 1, 2022
 - Fugett MS Science Olympiad – Altoona, PA, April 29-30, 2022

Items to be discussed at a later date: None

Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Code	218
Status	Review
Adopted	August 1, 2015
Last Revised	August 24, 2020
Prior Revised Dates	7/25/2016

Purpose

The Board **recognizes** finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Authority

The Board shall establish fair, reasonable, and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school, which specifically includes during both in person instruction and instruction delivered as part of a cyber program or by other virtual platforms, or at any time while on school property, present at school sponsored activities, and traveling to or from school and school sponsored activities.[1][2][3][4][5]

The Board shall adopt a Code of Student Conduct/Disciplinary Action Schedule to govern student discipline, and students shall not be subject to disciplinary action because of race, **age**, sex, color, religion, **creed**, sexual orientation, **gender identity**, national origin, **ancestry, marital status, pregnancy** or handicap/disability. Each student must adhere to Board policies, **administrative guidelines/regulations** and the Code of Student Conduct/Disciplinary Action Schedule governing student discipline.[1][2][4][5][6][7][8][9]

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, **the Code of Student Conduct/Disciplinary Action Schedule** and district rules and **administrative guidelines/regulations**. [118]

Any student disciplined by a district employee shall have the right to **be informed notice of the nature** of the infraction **and the applicable rule or rules violated**. [12][9]

When suspensions Suspensions and expulsions **are imposed, they** shall be carried out in accordance with Board policy.[7][129]

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 and administrative guidelines/regulations.**[5][7][13][14][15][16], and Board policies.[5][10][11][12][13][14]

On and Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property **and** would otherwise violate the Code of Student Conduct/Disciplinary Action Schedule **apply to** if any of the **behavior of students at all times** following circumstances exist:

1. The conduct occurs during the time **they are under the supervision of the school, which specifically includes** student is traveling to and from school, or traveling to and from school-sponsored activities, whether or not via school-district furnished transportation.
2. The conduct occurs while under the supervision of the district as part of a cyber program or other virtual **program, or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school platform.**
3. The student is a member of an extracurricular activity and **school-sponsored** has been notified that particular off-campus conduct could result in exclusion from such activities **or at other times while riding in school-provided means of transportation ("on-campus").**

This policy and the Code of .[15][16] Student **Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:** [3]

The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;

4. **The** expression or conduct materially and substantially disrupts **or interferes with the school environment or the educational process, such as** the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

5. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school **activities, pursuant to an agreement made in school work, discipline, safety and order on school property or at school functions;**

The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs; that would violate the Code of Student Conduct/Disciplinary Action Schedule if conducted in school or online.

6. The conduct involves the theft or vandalism of school property; ~~or~~

The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct/Disciplinary Action Schedule if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

~~7. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.~~

Delegation of Responsibility

The Superintendent or ~~his/her~~ designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.~~[17]~~

The Superintendent or ~~his/her~~ designee shall publish and distribute to all staff, students, and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct/Disciplinary Action Schedule, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct/Disciplinary Action Schedule shall be available in each school **library and school office**, and may be **included** ~~printed in the student handbooks and on the district website.~~[\[1\]](#)~~[87]~~

The building principal shall have the authority to assign discipline to students, subject to **Board** ~~the policies, administrative rules, and regulations/~~**guidelines, the Code of Student Conduct/Disciplinary Action Schedule and school rules**, ~~the district and to the student's due process right to notice, hearing, and appeal, when where such due process rights exist.~~~~[7][12][1718[1819]~~

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions, including the assignment of disciplinary action, ~~which may be necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others,~~ **in accordance with Board policy, administrative regulations/guidelines, the Code of Student Conduct/Disciplinary Action Schedule and school rules** ~~[17] [18].~~

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.~~[118]~~

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, 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.[\[19\]](#)[\[20\]](#)[\[21\]](#)

The Superintendent or designee shall immediately report required incidents 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 and administrative guidelines/regulations.[\[16\]](#)[\[19\]](#)[\[20\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[16\]](#)[\[19\]](#)[\[25\]](#)

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.[\[16\]](#)[\[20\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)

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 and administrative guidelines/regulations.[\[30\]](#)[\[31\]](#)

The Superintendent shall report to the Board the methods of discipline imposed by administrators, and incidences of student misconduct, in the degree of specificity required by the Board.

Legal

1. [22 PA Code 12.3](#)
2. [22 PA Code 12.4](#)
3. [24 P.S. 510](#)
4. [Pol. 103](#)
5. [Pol. 103.1](#)
6. [22 PA Code 12.2](#)
7. [Pol. 235](#)
8. [22 PA Code 12.5](#)
9. [Pol. 233](#)
10. [20 U.S.C. 1400 et seq](#)
11. [22 PA Code 10.23](#)
12. [Pol. 113.1](#)

12. Pol. 113.1

13. Pol. 113.2

14. Pol. 805.1

15. Pol. 122

16. Pol. 123

17. Pol. 218AG1

18. 24 P.S. 1317

19. 24 P.S. 1318

24 P.S. 1302.1-A

24 P.S. 1303-A

35 P.S. 780-101 et seq

35 P.S. 780-102

22 PA Code 10.2

22 PA Code 10.21

22 PA Code 10.22

22 PA Code 10.25

22 PA Code 12.1 et seq

22 PA Code 403.1

20 U.S.C. 7114

34 CFR Part 300

Pol. 204

Pol. 218.1

Pol. 218.2

Pol. 218.3

Pol. 222

Pol. 227

Pol. 237

Pol. 247

Pol. 249

Pol. 252

Pol. 805

Book	Policy Manual
Section	200 Pupils
Title	Code of Student Conduct/Disciplinary Action Schedule (formerly known as Student Code of Conduct/Disciplinary Action Schedule)
Code	218AG1
Status	Review
Adopted	July 25, 2016
Last Revised	August 24, 2020
Prior Revised Dates	8/2/2017, 9/6/2019, 5/29/2020

Student Discipline **Respecting Members of the School Community**

The fundamental premise of Board policy and guidelines related to student discipline is that students will show tolerance to all members of the school community. The Board shall adopt a Code of Student Conduct/Disciplinary Action Schedule to govern student discipline, and students shall not be subject to disciplinary action because of race, **age**, sex, color, religion, **creed**, sexual orientation, **gender identity**, national origin, **ancestry, marital status, pregnancy**, or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct/Disciplinary Action Schedule governing student discipline.

The West Chester Area School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. Provided by Section 1317 of the School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals, and Principals over Pupils; every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils as their parents/guardians or persons in parental relation with the student when: (a) they are attending school in person, including technical college high schools, or remotely through a cyber program or by other virtual platforms; (b) during the time they are going to and from their homes to school or technical college high schools; and (c) when attending school-sponsored events and activities either as a participant or spectator.

- The teachers have the responsibility to maintain a suitable environment for learning, and the administrators have the responsibility for maintaining and facilitating the educational programs.
- The principal is authorized by statute to suspend students for cause.
- Rules and regulations shall be published and reviewed with students at the opening of each school year and shall be posted in prominent locations throughout each school as well as online. Copies shall be available in each school and also to students and parents/guardians upon request.
- The principal shall be responsible for informing both parents/guardians and students of school rules and regulations at the opening of the school year.
- The teacher has the authority to send a student from a class to an appropriate school official for cause.
- Teachers and school administrators shall administer discipline within federal and state statutes, regulations and guidance, and other specific policies relating to student behavior and discipline as adopted by the Board.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the Board has approved a Disciplinary Action Schedule for the district's schools. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip teachers and school administrators for their disciplinary responsibilities. The schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, students must understand that administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered.

The provisions of this policy apply to all district schools, programs and platforms, unless specifically noted herein.

WHY DISCIPLINE?

Discipline should, as a minimum, have three (3) objectives in mind:

- PRESERVE the optimum environment in which to deliver instructional services.
- RESPOND to disruptive influences with corrective measures in a firm and consistent manner while attempting to correct deviant behavior and keep disrupters in school.
- REMOVE, as a last resort, the disrupters from the educational environment so that the majority may pursue their educational goals.

As present law now stands, it is the responsibility of the Board to continue with the education of the student until age eighteen (18) whether in the formal educational setting or in a setting outside that environment.

ELEMENTARY STUDENT EXPECTATIONS

I. ELEMENTARY CODE OF CONDUCT

- Students will respect everyone's right to learn.
- Students will choose ways to resolve conflict without fighting.
- Students will accept others for who they are and respect differences.
- Students will show proper respect for:
 - Themselves.
 - Other Students.
 - Adults.
 - School property.
 - Personal property.

II. STUDENT JOB DESCRIPTION

My education is important. To the best of my ability, I will:

- Be a good citizen of school.
- Arrive at school on time every day.
- Complete my homework and be prepared every day.
- Be a cooperative learner.
- Ask for help when I need it.
- Help others when possible.
- Demonstrate a positive attitude.
- Follow school and classroom rules.

Students have the responsibility to conduct themselves according to the Code listed above and to meet their responsibilities by following the Student Job Description. Students who fail to do so will be subject to follow the schedule of disciplinary action.

ADMINISTRATIVE ACTION
ELEMENTARY AND SECONDARY

At times during the school year, student misbehavior will necessitate action on the part of the Board. At this point, the school administration will have exhausted all approaches in attempting to correct the student's misbehavior. The administration may have, at various times, worked with the resources and shall keep records and documentation as evidence of other efforts. The resources shall include among others:

- Parents/guardians.
- Teachers.
- Guidance counselor.
- Social worker/counselor.
- Community or religious-resource personnel.
- Social agencies.
- Psychologist.

The breach of discipline within the schools will probably fall into two (2) major classes of offense:

1. Violation of the rules of conduct of the school (see Level I, II and III).
2. Violation of rules of conduct of the school because they are a violation of the law (a crime has been committed) (see certain Level III offenses).

This second category of infractions calls for dual corrective action of a school administered response as well as a community administered response. The school action would be considered a Level III infraction. In addition, the appropriate law enforcement agency would be brought into the matter and it may take action in addition to the penalties set forth herein.

SCHOOL OFFENSES

Any student subjected to disciplinary action which involves his/her removal from the normal classroom environment is still to demonstrate mastery of all subject matter for advancement to the next grade level. It is the responsibility of the student subjected to such disciplinary action to ensure that s/he remains current with course subject matter and that s/he arranges with the administration for the taking of any examinations missed due to absence from school. Parents/guardians of said student shall be notified immediately by phone, if possible, and in writing when a student has been suspended internally or externally from class.

Possession, distribution or use of alcoholic beverages or drugs will result in the application of Board Policy 227.

A student who is on suspension shall not participate in, or attend any extracurricular school activity during the period of ~~external~~-suspension or Saturday School. This will be in effect immediately upon notification of the suspension. Suspension shall be in effect until the start of the first school-day that the student is eligible to return to school. A student who is participating in an extracurricular activity must be in school in order to participate. Further, a student will be subject to the terms of the Extracurricular Code of Conduct.

I. ELEMENTARY SCHOOL DISCIPLINARY ACTION SCHEDULE

Different offenses should require different responses. The following is a categorization of offenses into levels.

A. LEVEL I

1. Possession/~~Use~~ of personal **and district** technology/~~electronic~~ devices in violation of Policy 237 (including misuse of the internet)
2. Disrespect to peer(s)
3. Student Integrity (Policy 218.3)
4. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

B. LEVEL II

1. Cutting class
2. Smoking, Tobacco and Vaping Products; Non-tobacco products (Policy 222)

3. Insubordination
4. Fighting
5. Defacing school property
6. Violation of Student Acceptable Use of Internet, Computers and Network Resources (Policy 252) (including misuse of the internet)
7. Verbal assault
8. Intimidation
9. Foul and abusive language/gestures
10. Theft
11. Peer conflict/disrespect/disturbance
12. Possession/Use of personal **and district** technology devices in violation of Policy 237 (including misuse of the internet)
13. Student Integrity (Policy 218.3)
14. Other more serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

C. LEVEL III

1. Physical assault
2. Possessing a weapon
3. Arson, false alarm, or 911 Call
4. Bomb threats
5. Vandalism
6. Controlled substance/paraphernalia (Policy 227)
7. Discrimination/Title IX Sexual Harassment-affecting Students (Policy 103)
8. Intentional contact
9. Terroristic threats (Policy 218.2)
10. Bullying (Policy 249)
11. Student Integrity (Policy 218.3)
12. Hazing (Policy 247)
13. Sexual Assault
14. False Safe2Say report
15. Commission of any act punishable under the Pennsylvania Crimes Code
16. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

II. ELEMENTARY SCHOOL ADMINISTRATIVE ACTION SCHEDULE

The Administration Action Schedule shall be interpreted by the principals and their designees in a manner which they deem just given the circumstances of the individual case.

For students attending the cyber program or by other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.

A. LEVEL I

Disciplinary options may include, but are not limited to, any one or more of the following:

1. Verbal reprimand
2. Detention
3. Restrictions
4. Parent/guardian notification and/or conference
5. Internal suspension

B. LEVEL II

Disciplinary options may include, but are not limited to, any Level ~~I~~ disciplinary **option** plus any one or more of the following:

1. ~~Parent/Guardian~~ conference

2. Restrictions
3. External suspension(except in the case of truancy)
4. Notification of local law enforcement agency (who may take action in addition to the penalties set forth herein).

C. LEVEL III

The offenses in this class are of a nature that their commission **may** represents a violation of law and may be subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment. The local law enforcement agency will be notified of all Level III offenses and may take action in addition to the penalties set forth herein. In addition, the following action ~~will~~ **may** be taken:

1. A first offense may result in a ten 10-day external suspension from school **or other Level II disciplinary option, where appropriate.**
2. A second offense may result in a ten 10-day external suspension from school and a Board hearing shall be held with administration recommendation for exclusion of the student for the remainder of the school year

The administrator may, if he/she considers the committing of offenses in this category serious enough to be a threat to the health, safety or welfare of others, request Board hearing for exclusion of the student upon commitment of the offense for the first time.

~~For students attending the cyber program or by other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.~~

III. SECONDARY DISCIPLINARY ACTION SCHEDULE

Different offenses should require different responses. The following is a categorization of offenses into levels.

A. LEVEL I

1. Unexcused lateness to school (*HIGH SCHOOL ONLY*)
2. Unexcused lateness to class
3. Not reporting to detention
4. Failure to sign in at attendance
5. Student Integrity (Policy 218.3)
6. Not reporting to Saturday School (1st offense)
7. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

B. LEVEL II

1. Cutting class
2. Leaving school or class without permission
3. Smoking, Tobacco and Vaping Products; Non-tobacco products (Policy 222)
4. Insubordination
5. Fighting
6. Defacing school property
7. Violation of Student Acceptable Use Policy 252 and related policies (including misuse of the internet)
8. Verbal assault
9. Intimidation
10. Forgery
11. Foul and abusive language/gestures
12. Failure to give name
13. Not reporting to Saturday School (2nd or more offense)
14. Peer conflict/disrespect/disturbance

15. Student Integrity (Policy 218.3)
16. Possession/~~Use~~ Use of personal technology **and technology** /electronic devices in violation of Policy 237 (including misuse of the internet)
17. Seventh Level I Offense
18. Other more serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

C. LEVEL III

1. Theft
2. Physical assault
3. Possessing a weapon
4. Arson, false alarm, or 911 call
5. Bomb threats
6. Vandalism
7. Controlled substance/paraphernalia (Policy 227)
8. Extortion
9. Discrimination/Title IX Sexual Harassment affecting Students (Policy 103)
10. Intentional contact
11. Terroristic threats (Policy 218.2)
12. Bullying/Cyberbullying (Policy 249)
13. Student Integrity (Policy 218.3)
14. Hazing (Policy 247)
15. Sexual Assault
16. False Safe2Say Report
17. Commission of any act punishable under the Pennsylvania Crimes Code
18. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

IV. SECONDARY ADMINISTRATIVE ACTION

The Administrative Action Schedule shall be interpreted by the principals and their designees in a manner which they deem just given the circumstances of the individual case.

For students attending the cyber program or other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.

A. Level I

1. Unexcused lateness to school (*High School ONLY*):
 - a. Each of the first four (4) offenses in a semester will be recorded in the student's file.
 - b. Fifth, sixth, seventh and eighth offenses in a semester will result in the student receiving one day of after school detention for each offense for students attending in person programs. For students in the cyber program or other virtual platform, the fifth, sixth, seventh and eighth offenses in a semester will result in a parent conference with teaching and cyber administration.
 - c. Upon the recording of the ninth or more lateness in a semester, the result will be one day of Saturday School.
2. Unexcused lateness to class:
 - a. One (1) day of after school detention will be assigned for each offense for students attending in person programs. For students in the cyber program or other virtual platform, each offense will result in a parent conference with teaching and cyber administration.
 - b. Upon recording of the ninth or more lateness in a year, the student will be assigned one day of Saturday School.
3. Not reporting to detention/late room:
 - a. One (1) day of Saturday School

4. Failure to sign in at attendance:
 - a. One (1) day of after school detention will be assigned for each offense for students attending in person programs. For students in the cyber program or other virtual platform, each offense will result in a parent conference with teaching and cyber administration.
 - b. Upon recording of the ninth or more failure to sign in at attendance, the student will be assigned one day of Saturday School.
5. Student Integrity (see Policy 218.3)
6. Not Reporting to Saturday School (1st offense):
 - a. One-day external suspension and the student must repeat the Saturday School.
7. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction:
 - a. First, second, third and fourth offenses will result in a detention for students attending in person programs. For students in the cyber program or other virtual platform, first, second, third and fourth offenses will result in a parent conference with teaching and cyber administration
 - b. Upon recording of the fifth or more Level I offense, the student will receive a day of Saturday School.

NOTE: The accumulation of seven (7) Level I offenses shall result in a student being credited with one (1) Level II offense. Thereafter, subsequent accumulations of seven (7) Level I offenses shall likewise result in additional crediting of Level II offenses.

B. LEVEL II

1. With the exception of smoking/tobacco and vaping products/non-tobacco products use, fighting, verbal assault, and cutting Saturday School, these offenses, being of more serious nature, will result in the following actions:

NOTE: The offense may be a repeat of a prior Level II offense or combination of offenses. Some ~~internet violations~~ **Level II offenses** may result in appropriate legal action.

- a. The first, second, third, and fourth offense will result in one (1) day of Saturday School for each offense.
 - b. The fifth offense will result in a three-day external suspension and a mandatory principal conference with the parent/guardian and student.
 - c. A sixth offense will result in a five-day external suspension. An informal hearing shall be held with the parent/guardian and the student ~~and a meeting will be scheduled with the parent/guardian and student to meet with the Superintendent or his/her designee.~~
 - d. A seventh offense will result in a ten-day external suspension from school and a Board hearing may be held with administration recommendation for exclusion of the student from school for the remainder of the school year.
2. Smoking/tobacco and vaping products/non-tobacco products use and verbal assault will result in the following action:
 - a. Each offense will result in a three-day external suspension.
 - b. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(b) or higher level guidelines set forth above.
 - c. If the first offense is the seventh or subsequent Level II offense, the administrative action shall follow the Level II (1) (d) or higher level guidelines set forth above.
3. Fighting will result in the following action:
 - a. Each offense will result in a three to five day external suspension and the local law enforcement agency will be notified, which may take action in addition to the penalties set forth herein.
 - b. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(b) **(c)** or higher level guidelines set forth above and local law enforcement will be

notified which may lead to further actions in addition to the penalties set forth herein.

4. Not reporting to Saturday School will result in the following action:

- a. A first offense will result in a one-day external suspension and the student must repeat the Saturday School.
- b. A second or more **subsequent** offense will result in a one-day external suspension, repeating the Saturday School.
- c. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(b) or higher level guidelines set forth above.

5. Student Integrity (see Policy 218.3)

The administrator may, if he/she considers a Level II offense sufficiently severe or disruptive to the school environment, provide for up to a three (3) day external suspension for any Level II offense.

C. LEVEL III

The offenses in this class are of a nature that their commission **may** represents a violation of law and ~~are~~ **be** subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment. The local law enforcement agency will be notified on all Level III offenses and may take action in addition to the penalties set forth herein. In addition, the following action ~~will~~ **may** be taken:

1. A first offense will result in a 10-day external suspension from school **or other Level II disciplinary option, where appropriate.**
2. A second offense shall result in a 10-day external suspension from school and a Board hearing shall be held with administration recommendation for exclusion of the student for the remainder of the school year.

The administrator may, if he/she considers the committing of offenses in this category serious enough to be a threat to the health, safety or welfare of others, request Board hearing for exclusion of the student upon commitment of the offense for the first time.

For students attending the cyber program or by other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.

V. Definitions & Special Notes

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

~~Example of acts or series of acts that may constitute bullying if it meets the preceding definition include, but are not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; put-downs; name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation.~~

~~Bullying behavior accomplished through electronic mediums, including but not limited to, computers, Internet, instant messaging, email, and social networking sites shall be subject to this policy. Bullying includes cyberbullying. (See Policy 249).~~

2. **Discrimination** – Discrimination is defined in accordance with the definitions found in Policy 103.
3. **Disrespect to Peer(s)** - Teasing and name calling – oral or written, that does not rise to the level of bullying.

4. **Extortion** – Intentionally obtaining or withholding property of another by threatening to (1) inflict bodily harm on anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.
5. **False Safe2Say Report:** knowingly or intentionally making a false Safe2Say report.
6. **Fighting** – An encounter with blows or other physical contact involving two or more students.
7. **Forgery** – Reproducing a parent's or guardian's signature, altering school records, other offenses as set forth in the Pennsylvania Crime Code, 18 Pa. C.S. §§ 4104 et. seq. as may be amended, or other similar actions.
8. **Foul and Abusive Language/Gestures** – Use of language or gestures that is vulgar, profane, or lewd.
9. **Hazing** - **Hazing is defined in accordance with definitions found in Policy 247.** ~~is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of an individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in the definition upon which the initiation or admission into or affiliation with or continued membership in an organization directly or indirectly conditions shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding. 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: violate federal or state criminal law; consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm; endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements; 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; endure brutality of a sexual nature or; endure any other activity that creates a reasonable likelihood of bodily injury to the student. For purposes of this policy, hazing also includes aggravated hazing and organizational hazing (See Board Policy 247).~~
10. **Insubordination** – Refusing to follow a reasonable directive of either a school district professional employee or administrator acting within the scope of his/her authority.
11. **Intentional Contact** – Intentionally causing contact with another, when such contact is neither invited or provoked and the purpose of such contact is insubordination, harassment, extortion or the threat or suggestion of physical assault. Intentional shoving, hitting, kicking, slapping, bumping, holding, pushing and throwing objects with a wrongful purpose are examples of such conduct. Unintentional or inadvertent conduct, reflexive conduct or conduct taken in the reasonable belief of self-defense or invitational, or conduct by a student with a recognized disability which affects his or her ability to control his or her actions, are not included. Even if provoked, persisting in such contact when a reasonable opportunity to stop is available, shall be included.
12. **Intimidation** – To frighten or make timid another student by threats, ~~bullying,~~ or other aggressive actions or language.
13. **Minor Bus Problems** – Those behaviors that are not chronic or jeopardize the safety of others.

14. **Misuse of the Internet** – Obtaining access to the Internet intentionally and without proper authorization or misuse of the Internet which can be viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language or any violation of local, state or federal laws relating to use of the Internet. (Policies 237, 252)

~~15. **Personal Technology/Electronic Device** - Any device capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data, not owned by the District. These include, but are not limited to, such devices as cellular telephones, smartphones, handheld computers, laptop computers, tablet computers, digital musical players, including without limitation iPods and MP3 players, and digital and video cameras.~~

~~16.~~ **15. Physical Assault** – (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; (2) negligently causes bodily injury to another with a deadly weapon; (3) attempts by physical menace to put another in fear of imminent serious bodily harm; or (4) any offense prohibited by Chapter 27, "Assault", of the Pennsylvania Crimes Code (18 Pa. C.S.A. § 2701 et seq; and as may hereafter be amended).

~~17.~~ **16. Plagiarism** – Intentionally or unintentionally stealing and using the idea, structure, language, context or writings of another as one's own without crediting the original author through parenthetical documentation, footnotes or bibliography.

~~18.~~ **17. School Personnel** - Any school board member, school employee, agent, volunteer, contractor or other person subject to the supervision and control of the District.

~~19.~~ **18. Sexual Assault** - Sexual offenses as defined in Chapter 31 of the Pennsylvania Crimes Code

~~20.~~ **19. Student Integrity** – A violation of the student integrity policy (Board Policy 218.3), which includes, academic dishonesty. Academic dishonesty is the act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. Academic dishonesty includes, but is not limited to, a student copying an assignment or test and submitting it as his/ her own; allowing someone to copy an assignment or test and submit it as his/her own; unauthorized use of or communicating with notes, calculators, computers, textbooks, cell or smart phones, or any other electronic device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the teachers; working with others on a project that was assigned individually; or securing answers in any other dishonest manner. Plagiarism (defined herein) is also a violation of the student integrity policy.

20. Technology

A. **Personal Technology/Electronic Devices (personal technology) - shall be defined as –**
~~Any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data, not owned by the District. These include, but are not limited to, such devices as cellular telephones, smartphones, handheld computers, laptop computers, tablet computers, digital musical players, including without limitation iPods and MP3 players, and digital still and video cameras~~ **and wearable technologies including without limitation smart watches, smart glasses, or earbuds.**

B. **District technology devices (district technology) shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data, that is owned by the district and loaned to students for academic purposes. These include, but are not limited to, such devices as handheld computers, tablet computers, and laptop computers, digital still and video cameras.**

21. **Terroristic Threats** – A threat communicated either directly or indirectly to commit any crime of violence with the intent to: terrorize another; cause evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror, or

serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. **(Policy 218.2)**

22. **Theft** – Withholding property of another permanently or for such an extended period as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make unlikely that the owner will recover it; or any offense prohibited by Chapter 39, “Theft and Related Offenses”, of the Pennsylvania Crime Code (18 Pa. C.S.A. § 3901 et seq. and as may hereafter be amended).

23. **Title IX Sexual Harassment** - Title IX Sexual Harassment is defined in accordance with the definitions in Policy 103.

24. **Tobacco, Smoking and Vaping products; Non-tobacco products** – State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

Any product containing, made or derived from either:

Tobacco, whether in its natural or synthetic form; or

Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

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

Student smoking of any non-tobacco products or the possession of non-tobacco products in a form in which they may be smoked, including but not limited to non-tobacco cigarettes, cigars and little cigars (collectively “non-tobacco products”) is prohibited.

25. **Vandalism** – Damaging tangible and intangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible and intangible property of another.

26. **Verbal Assault** – Verbally addressing a teacher with lewd, vulgar or profane language and in an aggressive or otherwise disrespectful manner.

27. **Weapons in the School** – **Weapons shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury. Students are prohibited from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity or while the student is coming to or from school.** Weapons and replicas of weapons are forbidden on school property. Weapons shall be 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 shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, pepper spray, firearm, shotgun, rifle, replica of a weapon and any tool, instrument or implement capable of inflicting serious bodily

~~injury, including: metal knuckles; straight razors; explosives, noxious, irritating or poisonous gases; poisons; drugs or other items fashioned to use, sell, harm, threaten or harass students, staff members, parents/guardians, patrons or any other person. (See Board Policy 218.1)~~

SPECIAL NOTES:

Defacing school property and vandalism represent the same type of deviant behavior. For purposes of response, damages in excess of \$10 will be considered as vandalism while those of less than \$10 will generally be considered as defacing school property. In cases of less than \$10 in damages, discretion may be exercised by the Administrator in classifying the action as vandalism based on extenuating circumstances, e.g. repeated offenses. In all cases, however, restitution will be sought with the application of disciplinary action as stated in the policy.

~~Discrimination/Title IX Sexual Harassment as a Level III offense may be found where there is a repeated course of conduct or a single aggravated incident. The determination of the appropriate level of the offense will be made by the compliance officer/Title IX Coordinator and reviewed in accordance with the procedures set forth in the school district's Policy 103.~~

Pursuant to subsection "a" of the statute 1317.2 of the Pennsylvania School Code, a school district or area technical college high school shall expel for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Incidence of students possessing weapons will be reported to the student's parents/guardians and shall be reported to the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. However, weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authority.

~~Possession of~~ **Use of personal and district** technology/electronic devices in violation of Policy 237 is a Level II offense where an administrator considers the student's actions sufficiently severe or disruptive to the school environment.

Terms otherwise undefined by this regulation shall be interpreted in the same manner as similar or identical terms in the Pennsylvania Crimes Code.

Book	Policy Manual
Section	200 Pupils
Title	Student Integrity
Code	218.3
Status	Review
Adopted	August 1, 2015
Last Reviewed	June 22, 2015

Purpose

The district supports students' learning and academic achievement by encouraging them to produce academic work that is their own best effort, done with integrity, and displaying the best academic ethical behavior. Academic dishonesty and plagiarism are unacceptable, and those engaged in such acts will face disciplinary consequences.

Authority

Violations of this policy shall subject students to disciplinary action as outlined herein. This policy covers all school-related tests, quizzes, and in and out of class assignments and projects.

Definitions

Academic dishonesty is defined as the act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. **Academic dishonesty** includes, but is not limited to: a student copying an assignment or test and submitting it as his/her own; allowing someone to copy an assignment or test and submit it as his/her own; unauthorized use of or communicating with notes, calculators, computers, textbooks, cell or smart phones, or any other electronic device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the teachers; working with others on a project that was assigned individually; or securing answers in any other dishonest manner.

Plagiarism is defined as intentionally or unintentionally stealing and using the idea, structure, language, context or writings of another as one's own without crediting the original author through parenthetical documentation, footnotes or bibliography.

Guidelines

When academic dishonesty or plagiarism takes place at the elementary school level, it shall be addressed by the classroom teacher on an individual basis.

When academic dishonesty or plagiarism takes place at the ~~middle or high school~~ **secondary** levels, it shall be reported by the teacher to the building principal.

Middle School Action Schedule for Plagiarism and Academic Dishonesty

1st Offense	Zero on the assignment/project/test, and parent/guardian notification
2nd Offense	Zero on the assignment/project/test, and discipline for a second Level II offense as set forth in the middle school administrative action schedule in Policy 218
3rd and Subsequent Offenses	Zero on the assignment/project/test, and discipline for a third or subsequent Level II offense as set forth in the middle school administrative action schedule in Policy 218

~~The building principal may, if s/he considers an act of plagiarism or academic dishonesty sufficiently severe or disruptive to the school environment or a threat to the health, safety or welfare of others, treat any offense as a Level III offense, resulting in discipline for Level III offenses as set forth in the middle school administrative action schedule in Policy 218.~~

High School Secondary Action Schedule for Plagiarism and Academic Dishonesty

1st Offense	Zero on the assignment/project/test, and parent/guardian notification
2nd Offense	Zero on the assignment/project/test, parent/guardian notification, and Saturday School. The offense shall be categorized as a Level II offense under 218AG1. and discipline for a second Level II offense as set forth in the high school administrative action schedule in Policy 218
3rd and Subsequent Offenses	Zero on the assignment/project/test, parent/guardian notification, and a five to ten-day external suspension. The offense shall be categorized as a Level II offense under 218AG1. and discipline for a third or subsequent Level II offense as set forth in the high school administrative action schedule in Policy 218

Subsequent Offenses	Zero on the assignment/project/test, parent/guardian notification, and a five to ten day external suspension. The offense shall be categorized as a Level II offense under 218AG1.
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The building principal may, if s/he considers an act of plagiarism or academic dishonesty sufficiently severe or disruptive to the school environment or a threat to the health, safety or welfare of others, treat any offense as a Level III offense, resulting in **a zero on the assignment/project/test and** discipline for Level III offenses as set forth in the high school **secondary** administrative action schedule in Policy 218AG1.

If a student is found to have committed academic dishonesty or plagiarism, the National Honor Society advisor will be notified.

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Dissemination of Materials (formerly Student Expression/Distribution and Posting of Materials)
Code	220
Status	Review
Adopted	August 1, 2015
Last Revised	March 23, 2020
Last Reviewed	June 22, 2015

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States, and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbols, and to **disseminate nonschool** distribute and post materials **to others** in areas designated for posting as a part of that expression. The Board also recognizes that **the** exercise of that right **is not unlimited and** must be **balanced with** limited by the district's responsibility to maintain **a safe and** an orderly school environment, to comply with limitations put in place by law, and to protect the rights of all members of the school community.[\[1\]](#)

This policy addresses student expression in general **as well as dissemination**, and distribution and posting of **expressive** materials that are not part of district-sponsored programs and activities (**nonschool materials**).

This policy does not apply to materials. Materials sought to be **disseminated** distributed or posted as part of the curricular, athletic, or extracurricular programs of the district, **which** shall be regulated **separately** as part of the school district's educational program. Materials sought to be **disseminated** distributed or posted by non-students are regulated by other Board **policy** policies.

Definitions

For the purposes of this policy, dissemination shall mean Distribution — students **distributing or publicly displaying** issuing nonschool materials to others:

1. **On** on-school property, on **school** district provided transportation, or during school-sponsored events and activities **by**, placing **such materials** upon desks, **tables**, on or in lockers, **walls, doors, bulletin boards, or easels; by handing out such**

materials to other persons; or by ; or engaging in any other manner of delivery of nonschool materials to others; **or**

2. **At any time or location when creating or sending information using email, websites, online platforms, social media channels** while on school property, on district-provided transportation, or during school events and activities. When email, text messaging, or other technological delivery is used as a means **that are owned, provided** of distributing or accessing nonschool materials via use of school equipment, network, software or Internet, or while on school property, district-provided transportation, or at school events and activities, it shall be governed by this policy. Off-campus or **sponsored by the school district.**

Expression means verbal, written, after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property, district-provided transportation, or at school events and activities; threatens serious harm to the school or community; encourages unlawful activity; violates district policy; or interferes with another's rights is also covered by this policy.

Expression—verbal, written, or symbolic representation or communication.

Nonschool materials **means**—any printed, technological, or written materials, **regardless of form, source** meant for posting or **authorship,** general distribution to others that are not prepared as part of the curricular **or approved,** athletic, or extracurricular **programs** program of the district. **This includes,** including but **is** not limited to, fliers, invitations, announcements, pamphlets, posters, **online discussion areas and digital-**Internet-bulletin boards, personal websites, and the like.

Posting—publicly displaying nonschool materials on school property, district-provided transportation, or at school-sponsored events and activities, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology, networks, software or Internet, and the like. Off-campus or after hours posting, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property, district-provided transportation, or at school events and activities; threatens serious harm to the school or community; encourages unlawful activity; violates district policy; or interferes with another's rights is also covered by this policy.

Authority

Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially **and** or substantially **disrupt or** interfere with the educational process, including school activities and events, school work, or discipline, **safety** and order on school property, district-provided transportation, or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. **Student expression is prohibited to the extent that it:** [\[1\]](#)

1. **Violates federal, state or local laws, Board policy, administrative regulations/guidelines or district rules or procedures;**

2. Is defamatory, obscene, lewd, vulgar or profane; Student expression that occurs on school property, district-provided transportation, or at school activities and events, is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy, and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities and events, school work, or discipline and order on school property, district-provided transportation, or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. [2][1][3]

The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression. [1][4]

Unprotected Student Expression

2. **3. Advocates** The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities and events, school work, or discipline and order on school property, district-provided transportation, or at school functions including but not limited to:
 3. Libel of any specific person or persons. Advocating the use or **advertises** advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine/**vaping products**, alcohol or **illegal** illicit drugs;.
1. **4. Incites** Are obscene, lewd, vulgar, or profane:
 1. Inciting violence, **advocates**, advocating use of force **or threatens serious harm**, or encouraging violation of federal, state or municipal law, Board policy, or district rules or regulations. Are likely to **the school or community**;
 2. **5. Materially and** or do materially or substantially **disrupts or interferes** interfere with the educational process, **such as** including school activities and events, school work, or discipline, **safety** and order on school property, **on** district-provided transportation, or at school functions;
 3. **6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or**
 4. **7. Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.**

Student expression that occurs on school property, on district provided transportation or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression: [1][2][3][4]

1. **Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;**
2. **Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property, on district provided transportation or at school functions;** ~~or threaten serious harm to the school or community.~~
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Dissemination of Nonschool Materials

The Board requires that dissemination of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.[\[1\]](#)[\[3\]](#)

~~Violating written school district administrative regulations or procedures on time, place and manner for posting, and distribution of otherwise protected expression.~~

~~Spontaneous student expression which is otherwise protected speech is not prohibited by this section.~~

~~Discipline for Engaging in Unprotected Expression~~

~~The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.~~

~~Distribution of Nonschool Materials~~

The Board requires that students who wish to **disseminate nonschool** ~~distribute materials~~ **on school property shall obtain approval by submitting** ~~submit them~~ **at least** for prior review. The nonschool materials shall be submitted two (2) full-school days in advance of proposed distribution to the building principal or designee, who shall forward a copy to the Superintendent.[\[1\]](#)

If the nonschool materials **include matters prohibited by** ~~contain unprotected expression as stated in this policy,~~ the building principal or designee shall **promptly** notify the students **of the nature of the violation and** that they may not **disseminate** ~~distribute the materials~~ **until** because the materials constitute a violation **is corrected and** of Board policy.

~~Where the reviewer cannot show within two (2) school days that the materials are unprotected or if~~ **resubmitted for approval. If** notice **of disapproval** is not given during the period between submission and the time for the planned **dissemination** ~~distribution,~~ students may **consider the request approved and** proceed with **dissemination as requested, subject to all other established** ~~the planned distribution,~~ provided they comply with written administrative regulations or procedures **and requirements relating to** ~~on-time, place and manner~~

of **dissemination**. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures distribution of nonschool materials.

Students who distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who **disseminate** distribute printed **nonschool** materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time **themselves**.

Posting of Nonschool Materials

If **Printed nonschool materials displayed in a fixed location of a school building shall bear the date when placed in each location. The** a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression, and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in **applicable** the administrative regulations or procedures relating to posting.

The school building is not obligated to provide an area where individuals are allowed to post nonschool materials.

Review of Student Expression

Review of nonschool materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, and **apart from regarding** shall not be prohibited except as to time, place and manner, **shall not be restricted unless** of distribution, or if the expression involved violates some other aspect part of this policy, e.g., because it is independently determined to be **in violation of** unprotected expression under the standards and definitions of this policy **for reasons other than the religious nature of the content**.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.[5]

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be **disseminated** distributed in each school building. Such designations may take into account, ~~among other considerations,~~ maintenance of the flow of student traffic throughout the school; and shall limit **dissemination** distribution of nonschool materials to noninstructional times.

When student dissemination of ~~Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials~~ **or other student expression violates** in violation of this policy, **the building principal may determine what if any disciplinary** and district regulations or **other consequences should be imposed.** ~~procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be~~ **in accordance with applicable Board policy and** included in the Code of Student Conduct/~~Disciplinary Action Schedule.~~[6][7]

This Board policy and any ~~administrative regulations or procedures~~ written to implement this policy shall be referenced in student handbooks so that students can access them for further information.







Guidelines

By adopting this policy, the Board does not intend to create an open public forum, as defined by law. The provisions of ~~this~~the policy **and its administrative guidelines/regulations** specifically prohibit the such creation.

Permission to **disseminate** ~~distribute or post~~ materials does not signify endorsement by the district. All materials shall contain a disclaimer, ~~which states: "The West Chester Area School District is required by law to permit this material to be (distributed/posted). This is not a school sponsored (distribution/posting) and the West Chester Area School District does not endorse the views set forth in the material (distributed/posted)."~~

~~See 220AG1—Guidelines for Student Expression/Distribution and Posting of Materials for more details.~~

Legal

-  1. 22 PA Code 12.9
-  2. 22 PA Code 12.2
-  3. 24 P.S. 511
-  4. 24 P.S. 510
-  5. Pol. 219
-  6. Pol. 218

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Dissemination of Materials (formerly Guidelines for Student Expression/Distribution and Posting of Materials)
Code	220AG1
Status	Review
Adopted	March 23, 2020

~~Students have the responsibility to act in accordance with Board Policy 220. Student Expression/Distribution and Posting of Materials (Policy 220), to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.~~

These procedures address the **dissemination by students** ~~distribution and posting of~~ nonschool materials that are not part of the curricular, athletic, or extracurricular program of the district. Materials sought to be **disseminated** ~~distributed or posted~~ as part of the curricular, athletic, or extracurricular program of the district will be regulated as part of the district's educational program and are not subject to the time, place and manner provisions set forth herein.

Students may **disseminate** ~~distribute and/or post~~ nonschool materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with **Board Policy 220 (Student Expression/Dissemination of Materials), the Code of Student Conduct,** these procedures and the school dress code, if applicable. **It is the responsibility of students intending to disseminate nonschool materials to become familiar with the provisions of Board Policy 220 and pertinent provisions of the Code of Student Conduct.**

The district has no responsibility to assist students in or to provide facilities for the **dissemination** ~~distribution or posting of~~ nonschool materials.

Dissemination ~~Distribution~~ of Nonschool Materials

In **conjunction with** ~~addition to~~ the procedures **set forth** ~~found in~~ Policy 220, the **dissemination** ~~distribution~~ by students of all nonschool materials will be governed by the following **procedures:**

1. **All nonschool materials, together with a** A copy of **the** a plan of **dissemination** ~~distribution~~, must be submitted to the building principal **by 9 AM no later than at least,** along with the non-school materials to be distributed two (2) full **school days** prior to **the requested dissemination. The building principal will**

forward such information to the Superintendent or designee for approval.

~~distribution.~~—The plan of ~~distribution~~ will set forth in detail the desired time, place and manner of **dissemination** ~~distribution~~, as well as **the individuals involved.**

2. **Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to disseminate such material must provide in writing their name, address, telephone number and organization, if any. This information those who will be filed in the building principal's office.**
3. **The Superintendent or designee will review the material, determine if it constitutes expression that is prohibited by Board policy, and inform the building principal or designee of the decision. The building principal or designee will notify the student(s) planning to disseminate nonschool distributing the materials of the decision to grant or deny permission. If the decision is to not permit the dissemination, the building principal or designee will specify the reasons for the decision as well as the changes in the content of the material or in the plan of dissemination which must be made, if any, in order to secure such permission. If the student(s) desiring to disseminate such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned dissemination, the building principal or designee may then grant permission to disseminate.**

Time -

When If permission **has been** is granted, students may **disseminate** ~~only distribute~~ approved nonschool materials **only** at the following times: **30** minutes before the official start of school; during regularly scheduled lunch periods; 15 minutes after the official end of school; and at school-sponsored activities.

Place -

Dissemination ~~Distribution~~ of approved nonschool materials **on school property** will be permitted **only** in locations **that allow for the normal flow of traffic within the school and its exterior doors, including on sidewalks located on school property paralleling school driveways. Building entrance walkways and building lobbies will not be utilized for such dissemination.**

Dissemination of approved nonschool materials will be permitted in the locations designated by the building principal for the school. No school building is required to provide a designated areas for display of non-school materials.

Nonschool materials may not be **disseminated** ~~distributed~~ during any regularly scheduled class unless specifically authorized by the Superintendent or designee.

Manner -

Materials approved to be disseminated shall be required to display the appropriate district disclaimer, as directed by the building principal or designee.

All nonschool materials must bear the district disclaimer.

DISCLAIMER: THE WEST CHESTER AREA SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT

OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR, ATHLETIC OR EXTRACURRICULAR PROGRAMS.

All approved nonschool materials displayed in a fixed location shall be officially dated and the district shall remove the materials within ten (10) school days.

~~DISCLAIMER: The West Chester Area School District is required by law to permit this material to be distributed. This is not a school-sponsored distribution and the West Chester Area School District does not endorse the views set forth in the material distributed.~~
Any student who **disseminates** distributes materials will be responsible for cleaning any **resulting** litter that results from such distribution, including any discarded pamphlets, fliers or other documents.

No student will harass or otherwise interfere with the **dissemination** distribution of approved nonschool **materials** material by student(s), nor may a student in any way compel or coerce a student to accept any materials.

~~Posting of Nonschool Materials~~

~~In addition to the procedures found in Policy 220, the posting of all nonschool materials will be governed by the following procedures:~~

~~All approved materials will be posted in an area designated by the building principal for students to post nonschool materials. The district is not obligated to provide a designated area where individuals are allowed to post non-school materials.~~

~~All material approved to be posted will contain the date it was first posted.~~

~~No student will remove or otherwise interfere with the posting of approved nonschool material by student(s).~~

~~All nonschool materials must bear the district disclaimer.~~

~~DISCLAIMER: The West Chester Area School District is required by law to permit this material to be posted. This is not a school-sponsored posting and the West Chester Area School District does not endorse the views set forth in the material posted.~~

Disciplinary Consequences

Any student who violates any provision of **Board** Policy 220 or these procedures will be subject to disciplinary action, **in accordance with Board policy and the Code of Student Conduct**, which may **in appropriate cases** include suspension and/or expulsion from school.

Student Handbook

A copy of this procedure will be published in student handbooks.

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

Purpose

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

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

Definitions

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

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

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

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

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

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

10. Air-driven pipes.
11. Chillums.
12. Bongs.
13. Ice pipes or chillers.
14. Vaporizers.
15. E-cigarettes when used as a delivery device for controlled substances.

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

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

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

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

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

Narcotic - means any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (i) opium, (ii) any opiate having an addiction-forming or addiction-sustaining capacity similar to morphine, but not including the isoquinoline alkaloids or opium, (iii) any compound, manufacture, salt, derivative or preparation of opium or any opiate, and (iv) any substance, compound,

manufacture, salt derivative or preparation thereof, which is chemically identical with any of the substances referred to in (i), (ii) or (iii).[\[2\]](#)

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

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

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

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

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

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

Authority

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

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

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

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

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property, **or** ~~and would otherwise violate the Code of Student Conduct/Disciplinary Action Schedule if any of the following circumstances exist:[8]~~

- ~~1. The conduct occurs during **non-**the time the student is traveling to and from school **hours to the same extent**,—or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.~~
- ~~2. The conduct occurs while under the supervision of the district as **provided** part of a cyber program or other virtual platform.~~
- ~~3. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[17][18]~~
- ~~4. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.~~
- ~~5. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for **in Board Policy 218**.—example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct/Disciplinary Action Schedule if conducted in school.~~
- ~~6. The conduct involves the theft or vandalism of school property.~~
- ~~7. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.~~

Delegation of Responsibility

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

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances. **[19][20][21]**
2. Disseminate to students, parents/guardians, and staff the Board policy and administrative regulations governing student use of controlled substances.

Guidelines

Limitations

~~None of the provisions of this policy shall be construed to prohibit or regulate a student's use, possession, or transportation of medication prescribed for that student by a licensed physician according to that student's needs.[3][4]~~

Medication

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

Responsibility

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

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

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.
[16][20]

Search and Seizure

Appropriate searches and seizures of contraband on school premises shall be conducted in compliance with Board policy. Student searches must be justified at their inception by reasonable suspicion that policy or law has been violated or is being violated, and that evidence of the violation will be disclosed by the search. The search actually conducted must be reasonable related in scope to the circumstances which justified the search at its inception.[22]

Violation of Policy for Possession and/or Use

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

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

First Offense –

1. The principal will be immediately notified of any violation of this policy. The principal shall initiate appropriate disciplinary action in accordance with the district's policies.
[8][10]
2. The principal or designee will meet with the student to ascertain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s)/guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.[16][23][24]
4. The student may be sent home or removed from the school to receive medical attention, if required. When parent(s)/guardian(s) cannot be reached, the principal or other school authority will decide to obtain medical treatment for the student or to temporarily isolate the student.
5. The principal will notify the appropriate legal authorities for investigation and disposition, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
[16]
6. The principal or designee will schedule a hearing in accordance with Board policy.[10]

7. Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) days.

Second Offense –

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

Additional Requirements –

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

1. Be assessed by a licensed drug and alcohol designated facility, or similar type alternative program approved by the administration, and comply with any recommendations from the evaluation and any recommendations that follow, until the date of discharge from the provider, not to exceed one (1) calendar year. If the recommendations are not followed, the student will be recommended for expulsion. Further, the student must successfully complete the assessment within seven (7) days of the informal hearing, by a drug and alcohol facility, or district-approved program.[10]
2. Parent(s)/Guardian(s) may select similar type alternative programs for students to attend as specified in paragraph (1) above. However, parent(s)/guardian(s) must have the principal's written approval prior to any student's participation in an alternative program. Prior to receiving the principal's written approval for a student to attend an alternative program, parent(s)/guardian(s) must give written consent to the principal or designee to obtain all complete records when the student attends an alternative program. The district will not pay any expense incurred by the student or parent(s)/guardian(s) when the student participates in an alternative program.
3. While a student is suspended out-of-school and attending the alternate education program, s/he shall not participate in or attend as a spectator any school-sponsored activity. School-related and/or school-sponsored activities include, but are not limited to, clubs, musical groups, publications, athletics, and other activities such as National Honor Society, Student Council, and class activities (spirit week, Homecoming, class trips, fundraisers, dances, proms, and commencement).[10]
4. Eligibility for participation in school extracurricular activities (including athletics, clubs, and organizations) shall be further limited in accordance with the Extracurricular Code of Conduct.[25]
5. If the student refuses to participate in or does not successfully complete the programs mentioned herein, as scheduled by the district, the student will be recommended for expulsion.[10]

Violation for Distribution

A student who violates this policy shall be subject to the following disciplinary, rehabilitative, and punitive actions. The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use and distribution of controlled substances even if the same is not provided for specifically in any rule or regulation enumerated herein. An infraction occurs when a student attempts to or succeeds in delivering, distributing, or transmitting controlled substances or possesses with the intent to distribute, deliver or transmit.[8][10]

First Offense –

1. The principal will be immediately notified of any violation of this policy. The principal shall initiate appropriate disciplinary action in accordance with the district's policies. [8][10]
2. The principal or designee will meet with the student who will explain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s)/guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.[16][23][24]
[\[23\]\[24\]](#)
4. The principal will notify the appropriate legal authorities for appropriate investigation and disposition, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16]
5. The principal or designee will schedule a hearing in accordance with Board policy.[10]
6. Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) days, and a Board hearing shall be held with administration recommendation for exclusion of the student from school for period to be determined by the Board.[10]
7. Refer the student to an appropriate agency for counseling and treatment.
8. While a student is suspended out-of-school and attending the alternate education program, s/he shall not participate in or attend as a spectator any school-sponsored activity. School-related and/or school-sponsored activities include, but are not limited to, clubs, musical groups, publications, athletics, and other activities such as National Honor Society, Student Council, and class activities (spirit week, Homecoming, class trips, fundraisers, dances, proms, and commencement).[10]
9. Eligibility for participation in school extracurricular activities (including athletics, clubs, and organizations) shall be further limited in accordance with the Extracurricular Code of Conduct.[25]

Anabolic Steroids

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

The Board prohibits the use of anabolic steroids, except for valid medical purposes, by any student involved in school-related athletics or extracurricular activities. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.[26]

Education regarding the dangers of anabolic steroids shall be provided in other district controlled substance (drug and alcohol) programs.[27]

The following minimum penalties are prescribed for any student found in violation of the anabolic steroid regulations required above, in addition to the consequences outlined in this policy. Violation of those rules and regulations include: [\[28\]](#)

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

No student shall be eligible to resume participation in school athletics or extracurricular activities unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing, or other programs, beyond those already detailed herein, as a condition of reinstatement into a school athletic or extracurricular activities program. [\[28\]](#)

Student Seeking Help

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

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

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

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

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

Multi Tiered Systems of Supports Team

Referral Phase –

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

Assessment Phase –

Once a referral has been received and considered, appropriate members of the team will be assigned to start the tracking by collecting data from attendance, discipline, counselors, and the nurse. These records will be reviewed by the whole team and a decision made to get further information from the appropriate teachers or to make an alternate assignment immediately. All data collected from teachers on observable behavior, academic performance, and physical appearance will be confidential. If the data strongly suggests

D/A or M/H concerns, the team may have the Intervention Specialist complete a screening. Once fully satisfied that the student's profile reflects D/A or M/H concerns an intervention will be planned.

Intervention Phase –

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

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

Suspected Visitors

Visitors suspected of using, possessing, transmitting, manufacturing, selling, transporting, or distributing controlled substances or of encouraging or promoting such activity while on school property or during the course of school-sponsored activities shall be reported to the building principal, who shall report the visitors to local law enforcement officials, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16][29][30]

Reasonable Suspicion/Testing

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

Use of Breathalyzer

All students, whether during the school day, prior to or during an extracurricular, interscholastic, or other school-related or school-sponsored function, whether conducted on or away from school property, may be required to submit to a Breathalyzer as a condition of participation in the extracurricular, interscholastic, or other school-related or school-sponsored function.

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

Refusal to submit to a Breathalyzer procedure will be considered to be a positive test and the student will be disciplined in accordance with Board policy.[8]

Legal

1. [21 U.S.C. 812](#)
2. [35 P.S. 780-102](#)
3. Pol. 210
4. Pol. 210.1
5. [22 PA Code 12.3](#)
6. [24 P.S. 510](#)
7. [24 P.S. 511](#)

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

8. Pol. 218

9. Pol. 227

10. Pol. 233

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

[12. 22 PA Code 10.23](#)

13. Pol. 103.1

14. Pol. 113.1

15. Pol. 113.2

16. Pol. 805.1

17. Pol. 122

18. Pol. 123

[19. 24 P.S. 1302.1-A](#)

[20. 24 P.S. 1303-A](#)

[21. 42 Pa. C.S.A. 8337](#)

22. Pol. 226

[23. 22 PA Code 10.2](#)

[24. 22 PA Code 10.25](#)

25. Pol. 122AG2

[26. 35 P.S. 807.1](#)

[27. 35 P.S. 807.2](#)

[28. 35 P.S. 807.3](#)

29. Pol. 904

30. Pol. 907

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

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

[22 PA Code 10.21](#)

[22 PA Code 10.22](#)

[22 PA Code 403.1](#)

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

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

[20 U.S.C. 7161](#)

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

[34 CFR Part 300](#)

Pol. 000

Pol. 805



WEST CHESTER AREA SCHOOL DISTRICT
Education Committee

To: Board of School Directors
From: Tammi Florio, Ed.D
Dawn Mader
Sara M. Missett, Ed.D
Kalia Reynolds, Ed.D
Michael Wagman
Cc: Robert Sokolowski, Ed.D
Date: June 16, 2022
Re: Consent Agenda Items for June 27, 2022 Board Approval

Consent agenda items are action items that are routine, high consensus, or policies the board has 1st reading approved with no changes for the 2nd reading. These usually do not require discussion by the Board. If any Board member wishes to discuss any item below, please request that it be placed on the regular agenda as a non-consent item.

Unless we hear otherwise, the following will appear under the Education Committee as consent item(s) for the June 27, 2022 School Board agenda:

Approval to Establish the following Account(s):
<ul style="list-style-type: none">• Peirce MS Ink Cartridge Funds• Rustin HS SPCA Club

Approval to Terminate the following Account(s):
<ul style="list-style-type: none">• Rustin HS Ski Club Account

Approval of the following Study/Excursion trip(s):
<ul style="list-style-type: none">• East HS Track & Field – Shippensburg, PA, May 26-May 28, 2022• Henderson HS Track & Field – Shippensburg, PA, May 27-May 28, 2022• Rustin Track & Field – Shippensburg, PA, May 26-May 28, 2022• Rustin Spanish AP – Guatemala/Belize, June 28-July 8, 2023

If after reviewing this information you have any questions, please feel free to contact Kalia Reynolds: kreynolds@wcasd.net or 484.266.1016.



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 4/25/22

Check appropriate box:

☐ Student Activity Account (Fund 50)

Building: Peirce

☒ Trust Account (Fund 51)

Name of Account: Ink Cartridge Funds

State the purpose for which this account is intended:

all money PMS recieved will be deposited here from recycled ink cartridges.

List Source(s) of revenue:

ink cartridge recycling program

List types of expenses to be incurred:

Student tech team resources & tech action team resources

How long do you plan to keep this account active: As long as we recycle ink cartridges

X byond Andrews X Jared Andrews
Student Officer's Signature Student Officer's Name Printed

Willie Dwyer
Faculty Sponsor's Signature

Kolby T. Gonzalez
Faculty Sponsor's Name Printed

[Signature]
Principal's Signature

[Signature]
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION
This request was: ☐ APPROVED ☐ DISAPPROVED

by the Board of Education at their meeting held on : _____

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

Board Secretary's Signature

Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 6-May-22 Check appropriate box:
☒ Student Activity Account (Fund 50)

Building: Bayard Rustin High School ☐ Trust Account (Fund 51)

Name of Account: SPCA Club

State the purpose for which this account is intended:

To make a yearly donation to the SPCA

List Source(s) of revenue:

SEL Dodgeball Tournament and donations

List types of expenses to be incurred:

Next year we are planning a dog walk and we need money to host that event

How long do you plan to keep this account active: 2-3 as long as the club has interest

Molly O'Nair
Student Officer's Signature

Molly O'Nair
Student Officer's Name Printed

Laura Menzel
Faculty Sponsor's Signature

Laura Menzel
Faculty Sponsor's Name Printed

Dr. Michael Marano
Principal's Signature

John P. ...
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: ☐ APPROVED ☐ DISAPPROVED

by the Board of Education at their meeting held on :

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

Board Secretary's Signature

Date



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO TERMINATE ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 9-May-22

Building: Bayard Rustin High School

Account Number: 50-000-223-042-223

Name of Account: Ski Club Account

Ending Account Balance: \$1,643.65

Disposition of Remaining Funds: Transfer funds to Student Assistance Fund

51-000-223-234-223

Check appropriate box:

☒ Student Activity Account (Fund 50)

☐ Trust Account (Fund 51)

Student Officer's Signature

Student Officer's Name Printed

Faculty Advisor's Signature

Faculty Advisor's Name Printed

Dr. Michael Marano

Principal's Signature

Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was ☐ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on :

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

Board Secretary's Signature

Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office

WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE
APPROVED: September 25, 2017
REVISED: August 19, 2019

121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

PROPOSAL	<input checked="" type="checkbox"/> New Trip Request	<input type="checkbox"/> Trip Revision Request	<input type="checkbox"/> Trip Cancellation
School: <u>West Chester East High School</u>		Sport: <u>Boys and Girls Track & Field</u>	
Coach(s) in charge: <u>Doug Costlin & Kareem Lanier</u>		In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/>	
Destination: <u>PIAA State Track & Field Championships, Shippensburg University</u>			
Trip Day(s)/Date(s): <u>Thursday, 5/26 through Saturday, 5/28/2022</u>			
Number of Students: <u>4</u> Total Passengers: <u>7</u> % of Eligible Students going: <u>100</u>			
Adult Chaperone to Student ratio: <u>3</u> / <u>4</u>			
Names of Coach/Staff Chaperones: <u>Kareem Lanier, Doug Costlin, James Wiggins</u>			
~ Other Adult Chaperones: _____			
Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6)			

ESTIMATED COST	Number	Cost	Budget/Activity Code
Substitute(s) needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, how many: <u>2</u>		\$318.62	1-1100-000-00-54-954-315
Name of Staff Member Driving Students: <u>Kareem Lanier & Doug Costlin</u>			
Mileage/Tolls: (if applicable)		\$ 275.00	1-3200-000-20-30-953-580 gas & tolls
Hotel/Food/Airfare: (if applicable)		\$1200.00	1-3200-000-20-30-953-580
Meal(s): (allowance \$31.50/Adult, \$20.00/Student)		\$ 523.50	1-3200-000-20-30-953-580
Registration/Entrance Fee: (if applicable)		\$ 50.00	1-3200-000-20-30-953-810
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>2</u>			
		\$880.68	1-3200-000-20-30-953-444
~ Rental Company/Carrier: <u>Mathews Paoli Ford</u>			
~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Drop at: _____		at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Pick up: _____		at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Students Leaving From: <u>West Chester East</u>	at 11:00	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	
Students Returning To: <u>West Chester East</u>	at 8:00	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	
TOTAL Cost of Trip: \$ 3247.80		Pupil Cost: \$ 0	TOTAL Cost to the District: \$ 3247.80
Requested Travel Advance (Min. \$300): \$ 2050.00			

Requested by: Douglas Costlin Signature: Doug Costlin Date: 5/23/22

APPROVAL

Principal: _____	Approved: <u>[Signature]</u> Date: _____
Athletic Director: _____	Approved: <u>[Signature]</u> Date: <u>5/23/22</u>
Assistant Superintendent: _____	Approved: <u>[Signature]</u> Date: <u>5/24/22</u>
Transportation: _____	Date: _____
Scheduled Date: _____	Contractor: _____
Krapf Cost: _____	Additional Cost: _____

Spellman Office Only: Overnight Trip will appear on the June 2022 Board Consent Agenda.

WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG8

ADMINISTRATIVE GUIDELINE
APPROVED: September 25, 2017
REVISED: August 19, 2019

121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

PROPOSAL		<input checked="" type="checkbox"/> New Trip Request	<input type="checkbox"/> Trip Revision Request	<input type="checkbox"/> Trip Cancellation
School: <u>West Chester Henderson</u>		Sport: <u>PIAA Boys Track State Championships</u>		
Coach(s) In charge: <u>Kevin Kelly, Chas Wilson, Bryan Johnson, Jen Ronayne</u>		In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/>		
Destination: <u>Track State Championships - Shippensburg University</u>				
Trip Day(s)/Date(s): <u>Friday May 27th and Saturday May 28, 2022</u>				
Number of Students: <u>8</u> Total Passengers: <u>8</u> % of Eligible Students going: <u>100%</u>				
Adult Chaperone to Student ratio: <u>3</u> / <u>1</u>				
Names of Coach/Staff Chaperones: <u>Kevin Kelly, Chas Wilson, Bryan Johnson, Jen Ronayne</u>				
~ Other Adult Chaperones: _____				
Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6)				

ESTIMATED COST	Number	Cost	Budget/Activity Code
Substitute(s) needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, how many: <u>8</u>		<u>1280.000</u>	
Name of Staff Member Driving Students: <u>Kevin Kelly, Chas Wilson, Bryan Johnson, Jen Ronayne</u>			
Mileage/Tolls: (If applicable)		<u>250.00</u>	<u>1-3200-000-20-30-953-580</u>
Hotel/Food/Airfare: (If applicable)		<u>1405.00</u>	<u>1-3200-000-20-30-953-580</u>
Meal(s): (allowance \$31.50/Adult, \$20.00/Student)		<u>630.00</u>	<u>1-3200-000-20-30-953-580</u>
Registration/Entrance Fee: (If applicable)			
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>2</u>			
		<u>300.00</u>	<u>1-3200-000-20-30-953-580</u>
~ Rental Company/Carrier: <u>Fred Bean Ford</u>			
~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Students Leaving From: <u>Henderson on 5/26/2022</u>	Drop at: _____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Students Returning To: <u>Henderson on 5/28/2022</u>	Pick up: _____	at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
		at 9 am	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
		at 11:00	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
TOTAL Cost of Trip: \$ <u>3865.00</u>		Pupil Cost: \$ <u>0</u>	TOTAL Cost to the District: \$ <u>3865.00</u>
Requested Travel Advance (Min. \$300): \$ <u>2585.00</u>			

Requested by: <u>Kevin Kelly</u>	Signature: <u>Kevin Kelly</u>	Date: <u>5/23/22</u>
APPROVAL		
Principal: _____	Approved: <u>[Signature]</u>	Date: <u>5-23-22</u>
Athletic Director: _____	Approved: <u>[Signature]</u>	Date: <u>5-23-22</u>
Assistant Superintendent: _____	Approved: <u>[Signature]</u>	Date: <u>5/23/22</u>
Transportation: _____		Date: _____
Scheduled Date: _____	Contractor: _____	
Krapf Cost: _____	Additional Cost: _____	
<p>Spellman Office Only: Overnight Trip will appear on the <u>June 2022</u> Board Consent Agenda.</p>		

WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE
APPROVED: September 25, 2017
REVISED: August 19, 2019

121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

PROPOSAL				<input checked="" type="checkbox"/> New Trip Request	<input type="checkbox"/> Trip Revision Request	<input type="checkbox"/> Trip Cancellation
School: <u>Rustlin High School</u>		Sport: <u>Track and Field</u>				
Coach(s) in charge: <u>Shaz Brown</u>		In Season: <input type="checkbox"/>		Post Season: <input checked="" type="checkbox"/>		
Destination: <u>Shippensburg University</u>						
Trip Day(s)/Date(s): <u>5/26 -5/28</u>						
Number of Students: <u>17</u> Total Passengers: <u>20</u> % of Eligible Students going: _____						
Adult Chaperone to Student ratio: _____ / _____						
Names of Coach/Staff Chaperones: <u>Jim Collins, Shaz Brown, Rohan Grant</u>						
~ Other Adult Chaperones: _____						
Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6)						

ESTIMATED COST	Number	Cost	Budget/Activity Code
Substitute(s) needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, how many: _____			
Name of Staff Member Driving Students: <u>Shaz Brown, Jim Collins, Rohan Grant</u>			
Mileage/Tolls: (If applicable)	120.00		<u>1-3200-000-20-30-953-580</u>
Hotel/Food/Airfare: (If applicable)	2800.00		<u>1-3200-000-20-30-953-580</u>
Meal(s): (allowance \$31.50/Adult, \$20.00/Student)	1320.00		<u>1-3200-000-20-30-953-580</u>
Registration/Entrance Fee: (If applicable)	200.00		<u>1-3200-000-20-30-953-580</u>
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches _____ 1767.51 <u>1-3200-000-20-30-953-580</u>			
~ Rental Company/Carrier: <u>Enterprise West Chester</u>			
~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Drop at: _____		at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Pick up: _____		at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Students Leaving From: <u>Rustlin on 5/26</u>		at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Students Returning To: <u>Rustlin on 5/28</u>		at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
TOTAL Cost of Trip: \$ 6282.51		Pupil Cost: \$ 314.12	
		TOTAL Cost to the District: \$ 6282.51	
Requested Travel Advance (Min. \$300): \$ 6300.00			
Requested by: <u>Shaz Brown</u>		Signature: <u>[Signature]</u>	
		Date: <u>5/23/22</u>	

APPROVAL			
Principal: <u>Michael Marano</u>		Approved: <u>[Signature]</u> Date: <u>5/23/22</u>	
Athletic Director: <u>Devon Landgraff</u>		Approved: <u>[Signature]</u> Date: <u>5/23/22</u>	
Assistant Superintendent: _____		Approved: <u>[Signature]</u> Date: <u>5/23/22</u>	
Transportation: _____		Date: _____	
Scheduled Date: _____		Contractor: _____	
Krapf Cost: _____		Additional Cost: _____	
Spellman Office Only: Overnight Trip will appear on the <u>June 2022</u> Board Consent Agenda.			

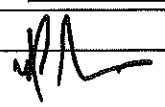
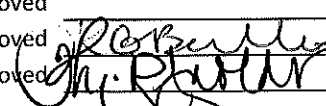
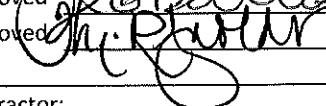
WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015

REVISED: December 14, 2017

121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

Proposal <input checked="" type="checkbox"/> New Trip Request		<input type="checkbox"/> Trip Revision Request		<input type="checkbox"/> Trip Cancellation Request		
School: <u>Rustin High School</u>			Grade/Subject/Club: <u>9-11/Spanish levels 2-AP</u>			
Teacher(s) in Charge: <u>Michelle West (PMS) and Zachary Rehrig (SMS)</u>						
Destination: <u>Guatemala; Belize</u>						
Trip Day(s)/Date(s): <u>June 28, 2023 - July 8, 2023 (11 Days)</u>			Competition <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In State <input type="checkbox"/> Out of State <input checked="" type="checkbox"/> Out of Country			Name Tour Company: <u>Explorica</u>			
Special Instructions (rain date, etc.): <u>N/A</u>						
How is it related to curriculum: <u>Experiential learning opportunity to connect Spanish language and culture learned in the US to authentic, real-world applications in Central America.</u>						
Objectives of the proposed trip: <u>SWBAT communicate in the target language; relate cultural products and practices to perspectives; make cross-cultural connections; compare language structures and cultural institutions use language to interact and collaborate in their community and globalized world (connect school and global communities)</u>						
Number of Pupils: <u>24</u>		Total Passengers: <u>30</u>		Per Pupil Cost: <u>3,225.00</u>		
Adult Chaperone to Student Ratio: <u>1 / 6</u>		% of Eligible Students Going: <u>N/A</u>				
Names of Teacher/Staff Chaperones: <u>Gabriela Stephens (SMS) and Kristal Moscharis (HHS)</u>						
~ Other Adult Chaperones: <u>Explorica Tour Director; site specific tour guides</u>						
Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (refer to 121AG6)						
Estimated Cost						
	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project
Substitute(s) Needed:	<u>0</u>	<u>0</u>	<u>159.31</u>	<u>0.00</u>	<u>0%</u>	<u>0</u>
Agency Nurses Needed:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0%</u>	<u>0</u>
Name of Staff Member Driving Students: <u>N/A - designated tour bus driver provided by Explorica</u>						
Mileage/Tolls: (if applicable)				<u>0.00</u>	Included in trip cost through Explorica	
Hotel/Food/Airfare: (if applicable)				<u>0.00</u>	Included in trip cost through Explorica	
Registration/Entrance Fee: (if applicable)				<u>50.00</u>	Included in trip cost through Explorica	
Other Costs: <u>Tips (to be collected before trip), Optional travel insurance</u>					Offered by tour company Explorica	
<input checked="" type="checkbox"/> Walking	<input type="checkbox"/> Parent Provided Transportation		<input type="checkbox"/> Public Transportation			
<input checked="" type="checkbox"/> Bus	<input type="checkbox"/> Van/Car Rental		<input type="checkbox"/> Coach			
	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project
Buses/Rentals/Coaches	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>#VALUE!</u>	<u>0%</u>	<u>N/A - included in Explorica tour cost</u>
~ Rental Company/Carrier: <u>Provided by Explorica</u>						
Students Leaving From:		<u>Philadelphia International Airport</u>	at	<u>TBD - will update when flight info is booked</u>	<input type="checkbox"/> am <input type="checkbox"/> pm	
Students Returning To:		<u>Philadelphia International Airport</u>	at	<u>TBD - will update when flight info is booked</u>	<input type="checkbox"/> am <input type="checkbox"/> pm	
~ Request Drop off/Pick up (only if using Krapf):		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Drop at:	<u>N/A</u>	<input type="checkbox"/> am <input type="checkbox"/> pm	
			Pick up at:	<u>N/A</u>	<input type="checkbox"/> am <input type="checkbox"/> pm	
What are the planned activities to assist students who require financial assistance:						
<u>Chipotle fundraisers, Rita's fundraiser</u>						
Additional Information (bus w/lift, star seat, ski boxes, special instructions)						
<u>N/A</u>						
Total Cost of Trip: <u>\$77,400.00</u>		Pupil Cost: <u>77,400.00</u>		Other Funded: <u>N/A</u>		Total Cost to the District: <u>\$0</u>
Requested By: <u>Michelle West and Zachary Rehrig</u>		Signature: _____		Date: <u>05/05/2022</u>		
Approval						
Principal 		Approved _____		Date: <u>5-11-22</u>		
Supervisor		Approved 		Date: <u>5-13-22</u>		
Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services		Approved 		Date: <u>5/13/22</u>		
Transportation:				Date: _____		
Schedule Dates:		Contractor:				
Krapf Costs:		Additional Costs:				