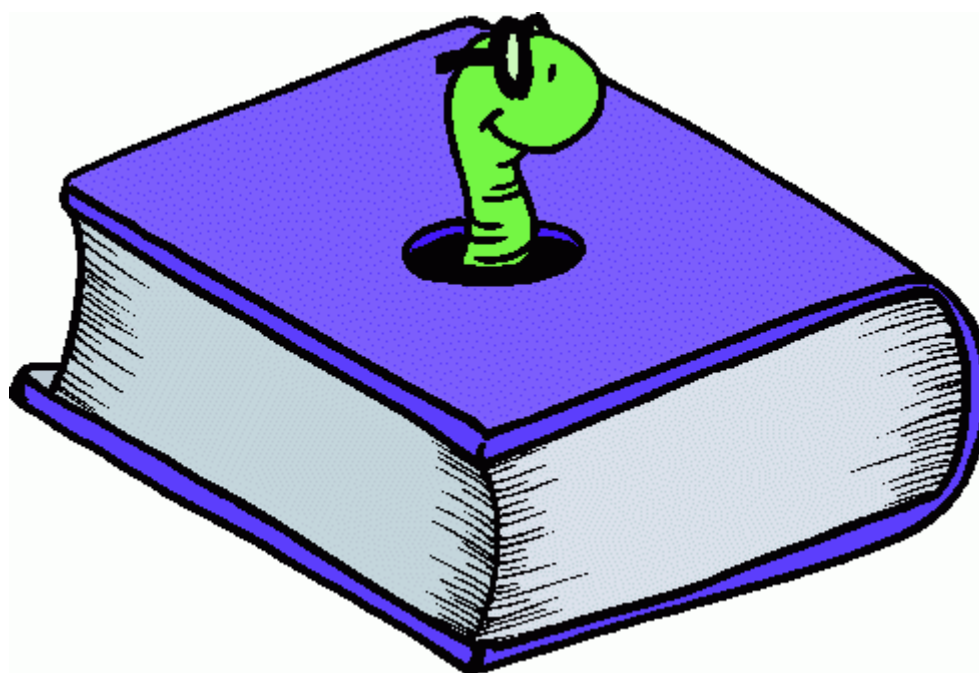


# **BALDWIN-WHITEHALL SCHOOL DISTRICT**

## **STUDENT HANDBOOK FOR PARENTS**



**2018-2019**

**STUDENT HANDBOOK FOR PARENTS**

## TABLE OF CONTENTS

	Page
Information Directory.....	4
A Message to Parents and Students.....	6
Mission, Vision, and Beliefs .....	7
Enrollment of Students – Policy 200.....	8
Admission of Students – Policy 201 .....	9
Homeless Children – Policy 251 .....	10
Student School Day .....	13
Attendance – Policy 204.....	14
Nondiscrimination in School and Classroom Practices – Policy 103 .....	19
Unlawful Harassment – Policy 248.....	22
Child Abuse – Policy 806.....	25
Student Wellness – Policy 246.....	32
Immunization and Communicable Diseases – Policy 203 .....	37
HIV Infection – Policy 203.1 .....	38
Health Examinations/Screenings – Policy 209.....	41
Use of Medications – Policy 210.....	42
Dress and Grooming – Policy 221.....	44
Academic Standards – Policy 102.....	45
Grading Scale .....	46
Review of Instructional Material by Parents/Guardians and Students – Policy 105.1 .....	46
Exemption from Instruction – Policy 105.2 .....	47
Complaints about Instructional Materials – Policy 105.3 .....	48
Athletic Eligibility .....	49
Extracurricular Activities .....	49
Student Records – Policy 216.....	50
Student Records – Notification of Rights.....	53
Special Education Services.....	55
Services for Pre-School-Age Children .....	55
Services for School-Age Students .....	56
Services for Protected Handicapped Students (Chapter 15).....	61
Services for Students in Non-Public Schools.....	62

Gifted Education Services and Programs .....	62
Title I .....	62
Supplemental Discipline Records – Policy 216.1 .....	62
Student Rights and Responsibilities – Policy 235 .....	64
Surveys – Policy 235.1 .....	65
Student Complaint Process – Policy 219.....	67
Student Expression/Distribution and Posting of Materials – Policy 220 .....	68
Student Recruitment – Policy 250.....	71
Food Services – Policy 808 .....	72
Lunch Accounts – Policy 808.1.....	74
Free/Reduced-Price Meals and Free Milk – Policy 808.2.....	75
Transportation – Policy 810 .....	77
Video Cameras on Transportation Vehicles with Audio Monitoring – Policy 810.3 .....	82
Student Discipline and Code of Student Conduct – Policy 218.....	83
Weapons – Policy 218.1 .....	85
Terroristic Threats/Acts – Policy 218.2.....	87
Aggravated Assault – Policy 218.3 .....	88
Controlled Substances/Paraphernalia – Policy 218.4.....	89
Student Misbehavior – Policy 218.5 .....	91
Tobacco Use – Policy 218.6.....	92
Student Behavior on School Vehicles – Policy 218.7 .....	92
Suspension and Expulsion – Policy 218.8.....	94
Care of School Property – Policy 224 .....	98
Acceptable Use of Internet, Computers and Network Resources – Policy 815 .....	99
Electronic Devices – Policy 237.....	104
Academic Dishonesty – Policy 252.....	106
Hazing – Policy 247 .....	107
Bullying/Cyberbullying – Policy 249.....	109
Searches – Policy 226.....	111
Suicide Awareness, Prevention and Response – Policy 819 .....	115
Suicide Awareness, Prevention and Response – Policy 819 Attachment .....	120

## Information Directory

### BOARD OF SCHOOL DIRECTORS

#### *President*

David J. Solenday

#### *First Vice President*

Dr. Anthony J. DiCesaro

#### *Second Vice President*

Karen L. Brown

#### *Directors*

Robert Achtzehn

Peter D. Giglione

Dan Knezevich

Gerald G. Pantone

Janice Tarson

Louise M. Wolf

Theanita Hampsay, Board Secretary

Weiss Burkardt Kramer, LLC

### ADMINISTRATION

#### *Superintendent of Schools*

Dr. Randal A. Lutz

412.884.6300 Ext. 7241

#### *Assistant Superintendent*

Denise L. Sedlacek

412.884.6300 Ext. 7241

#### *Supervisor of Pupil Services*

Marissa Gallagher

412.884.6300, Ext. 7340

#### *School Psychologists*

Dan Pasquarelli

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Matthew Popowicz

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#### *Director of Curriculum*

Andrea Huffman

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#### *Business Manager*

Mark Cherpak

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#### *Technology Department*

Dr. Janeen Peretin

412.884.6300 Ext. 7745

#### *Facilities Manager*

Randy Huddart

412.884.6300 Ext. 7445

#### *Food Service Director*

Joyce Weber

412.884.6300 Ext. 7441

## **SCHOOLS**

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5151 McAnnulty Road  
Pittsburgh, PA 15236-2521  
412.714.2020

Heatherlyn Wessel, Principal

### ***W. Robert Paynter Elementary School***

3454 Pleasantvue Drive  
Pittsburgh, PA 15227-4334  
412.885.7535

Patricia J. Fusco, Principal  
Alicia Johnson, Assistant Principal

### ***Whitehall Elementary School***

4900 Curry Road  
Pittsburgh, PA 15236-1817  
412.885.7525

Jennifer Marsteller, Principal  
Brett Bielewicz, Assistant Principal

### ***J.E. Harrison Middle School***

129 Windvale Drive  
Pittsburgh, PA 15236-1854  
412.885.7530

Jill Fleming-Salopek, Principal  
Scott D. Ross, Assistant Principal  
Jonathan Peebles, Assistant Principal

### ***Baldwin High School***

4653 Clairton Boulevard  
Pittsburgh, PA 15236-2150  
412.885.7500

Walter Graves, Principal  
Candee Nagy, Assistant Principal  
John Saras, Assistant Principal/Athletic Coordinator  
Joseph Sebestyen, Assistant Principal

### ***Bus Garage***

Macek Drive  
Pittsburgh, PA 15227-3652  
412.885.7595

David Tompkins, Transportation Manager  
Edward Dini, Assistant Transportation Manager

### ***Wallace Depository***

41 Macek Drive – Room 107  
Pittsburgh, PA 15227-3652  
412.885.7592

Randy Huddart, Facilities Manager  
J. Regis Kostrub, Assistant Facilities Manager

## **Student Handbook for Parents**

### **...A Message to Parents and Students**

Maintaining a positive school environment is an important responsibility. It is a complicated balancing of individual student rights with the collective rights of others. I urge students to take advantage of all the educational opportunities offered to them in the classroom and during school activities. Furthermore, I ask each student to act appropriately to assure that others may benefit from the same programs and activities.

Good policy, applied in a fair and consistent manner, is an indispensable element of a quality school. The Baldwin-Whitehall School District has developed a Student Handbook for Parents that contains District policies and procedures to promote order and nurture appropriate relationships among students and staff.

The District asks you to become familiar with the contents of the Student Handbook for Parents. Take time to discuss it with your child, especially the policies regarding attendance, athletic and extracurricular eligibility. A complete listing of all District policies is available on the District website at **[www.bwschools.net](http://www.bwschools.net)**. Your support is vital to our efforts.

Students will be required to verify that they have been informed of their “Student Rights and Responsibilities” by electronically acknowledging that they know the rules and regulations governing school behavior. Parents will also be asked to acknowledge that you are aware of the expectations placed upon your child in the school setting.

If you have any questions or concerns, feel free to contact your child’s principal.

Randal A. Lutz, Ed.D.  
Superintendent of Schools

## **Baldwin-Whitehall School District**

### **Mission**

The Baldwin-Whitehall School District is committed to the promotion of excellence through a system of traditional values, quality educational programs, and a world of opportunities.

### **Vision**

The Baldwin-Whitehall School District recognizes that the pace of change in our world is placing new and more complex demands on students and schools. These demands impact the acquisition and use of knowledge, the nature and speed of communication, the scope of business and finance, and the manner in which people conduct their daily lives. The school's responsibility is to promote the importance of learning and seek the support of the entire community in the education and training of young people. Therefore, our students must

- acquire a significant knowledge base.
- demonstrate the ability to integrate information.
- acquire and apply knowledge.
- effectively use technology.
- develop and use complex thinking skills.
- communicate effectively.
- work cooperatively.

The education of our students must be achieved in a cooperative partnership with students, parents, business, and the community in a positive, supportive, and caring school environment which promotes the dignity of all individuals.

### **Beliefs**

We believe

- that all students can learn and achieve at the highest level.
- that students and staff respect the dignity and self-worth of others.
- that students must develop the skills necessary to function in a global society.
- that change creates the need for life long learning.
- that high expectations be maintained in all areas of the school program.
- that students be challenged to achieve to their potential.
- that instruction should be designed to accommodate individual learning styles and diverse student needs.
- that academic excellence should be promoted in all phases of the instructional program.
- that students must use and apply technology.

- that education is the shared responsibility of the student, the staff, parents, and the community.
- that learning should occur in a caring, supportive, and safe environment.
- that the community should be an active participant in the education of students.
- that the schools are a community resource.

### **Enrollment of Students – Policy 200**

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.

**School age** shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.

**District of residence** shall be defined as the school district in which a student's parents/guardians reside.

School age resident students and eligible nonresident students shall be entitled to attend district schools.

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Student Registration Form, as required by law and regulations.

The district shall administer a home language survey to all students enrolling in district schools for the first time.

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.

The district shall not inquire about the immigration status of a student as part of the enrollment process.

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent



newsletters, district web site and other efficient methods.

Adopted: March 8, 2006

Revised: June 10, 2009

### **Admission of Students – Policy 201**

The Board shall establish age requirements for the admission of beginning students which are consistent with law and regulations.

#### First Grade

Beginners are students entering the lowest grade of the primary school above the kindergarten level. Beginners shall be admitted to school only during the first two (2) weeks of the annual school term, and thereafter at the district's discretion. A child who is eight (8) years of age shall be admitted to school at any time during the school year.

A student, who has been registered for admission but prevented because of illness or other legitimate reason from attendance, shall be considered to have met the entrance requirement.

A child is eligible for admission to first grade if s/he is not less than five (5) years and seven (7) months old before September 1, nor more than six (6) years and no months old before the first day of the school term.

The Board may admit as a beginner (first grade) a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the school psychologist, and approval of the Superintendent.

The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.

#### Kindergarten

Admission to kindergarten shall be limited to children who have attained the chronological age of five (5) years before the first day of September.

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.

Adopted: March 8, 2006

Revised: January 19, 2012

### **Homeless Children – Policy 251**

The Board is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless.

The district will serve each homeless student according to the student's best interest and shall, to the extent feasible:

1. Continue the student's education in the school of origin for the duration of homelessness if the student becomes homeless between academic years or during an academic year; or for the remainder of the academic year, if the student becomes permanently housed during an academic year.
2. Enroll the student in the public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of a homeless student, the district shall:

1. Keep the student in the school of origin, to the extent feasible, except when doing so is contrary to the wishes of the student's parent/guardian.
2. Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent/guardian, if the district decides not to continue the student's education in the school of origin or not to enroll the student in a school requested by the parent/guardian.
3. Ensure that the district homeless coordinator assists an unaccompanied youth in placement or enrollment decisions regarding the student, considers the views of the unaccompanied youth, and provides notice to the youth of the right to appeal.

The term **homeless student** means an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

- children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless for the purposes of this policy because the children are living in circumstances described above.

The term **migratory child** means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding thirty-six (36) months, has moved from one school district to another in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing.

The term **school of origin** means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term **unaccompanied youth** includes a youth not in the physical custody of a

parent/guardian.

The Superintendent will designate at least one (1) district staff member to serve as the district homeless coordinator for homeless children and youth. The district homeless coordinator will ensure that:

1. Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youth enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless children and youth receive educational services for which they are eligible, including preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents/guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youth is disseminated where such children and youth receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent/guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.
8. Unaccompanied youth will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youth who need to obtain immunization or medical records will receive assistance.

#### Enrollment

The school selected in accordance with this policy will immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The district may require a parent/guardian to submit contact information. The enrolling school will immediately contact the school last attended by the student to obtain relevant academic and other records. If the student needs to obtain immunizations or medical records, the enrolling school will refer the parent/guardian of the student to the district homeless coordinator, who will assist in obtaining necessary immunizations or medical records.

The decision regarding placement will be made regardless of whether the student lives with the homeless parents/guardians or has been temporarily placed elsewhere.

#### Enrollment Disputes

If a dispute arises over school selection or enrollment in a school:

1. The homeless student will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
2. The student's parent/guardian will be provided with a written explanation of the district's decision regarding school selection or enrollment, including the

- right of the parent/guardian or student to appeal the decision.
3. The student or parent/guardian will be referred to the district homeless coordinator, who will carry out the appeal process as expeditiously as possible after receiving notice of the dispute.
  4. The district homeless coordinator will ensure that an unaccompanied youth is immediately enrolled in school, pending resolution of the dispute.

#### Comparable Services

Each homeless student will be provided services comparable to services offered to other students in the school attended by the homeless student, including the following:

1. Educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
2. Programs in vocational and technical education.
3. Programs for gifted and talented students.
4. School nutrition programs.

#### Transportation

If the homeless student continues his/her education in the district school of origin but begins living in an area served by another school district, appropriate transportation service will be provided, pending resolution of responsibility and apportionment of expenses between districts.

#### Appeal Process

In the event that an unaccompanied student or the student's parent/guardian (hereinafter referred to as the complainant) disagrees with a decision regarding the student's eligibility to attend a district school, the complainant may present his/her position to the district homeless coordinator in writing. Within five (5) school days after receiving the written complaint, the district homeless coordinator will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons, to the complainant. The district homeless coordinator will inform the Superintendent of the complaint and its resolution.

If the complainant is not satisfied with the written decision of the district homeless coordinator, the complainant may appeal that decision to the Superintendent by filing a written appeal. The district homeless coordinator shall ensure that the Superintendent receives copies of the written complaint and the district homeless coordinator's response. The Superintendent or designee will schedule a conference with the complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent or designee will provide a written decision to the complainant including a statement of the reasons.

Adopted: March 8, 2006

#### **Student School Day**

The student school day for the various instructional levels is as follows:

##### Senior High School

7:45 a.m. – 2:30 p.m.

Middle School

8:20 a.m. – 3:05 p.m.

Elementary Schools

9:05 a.m. – 3:50 p.m.

School Cancellation and Delays

Occasionally, weather conditions require delaying the opening of school for two hours.

In the event of a delay or cancellation of school, an announcement will be made over the following television and radio stations.

KDKA, WTAE, WWSW/3WS, KQV

It is requested that parents listen to the radio for information concerning closing and delays rather than call the school or Central Administration. We request that working parents make other arrangements for their children if an unexpected delay or emergency closing occurs. Children should know which neighbor or relative to report to when parents are not at home.

**Skylert**

Baldwin-Whitehall School District has implemented a new district-wide notification system called Skylert. Skylert allows Administrators the ability to send instant communication via phone, SMS text message, and e-mail to parents and staff. Our goal is to utilize this effective and efficient communication system as part of our continuous effort of keeping staff, students and parents informed and safe!

As a parent/guardian, this new notification system allows you the opportunity to identify your notification preferences and opt in/out of specific message types through your Skyward Family Access account. Please note that EVERY parent/guardian in the Baldwin-Whitehall School District has been registered in the Skylert notification system. Changes to your contact information can be done via Skyward Family Access or by contacting your student's school.

*Note: Only Primary Guardians are able to update the Skylert primary contact information via Family Access*

The Skylert notification system allows the ability to disseminate information to parents and staff by way of three notification types: Emergency, General, and Attendance.

- **Emergency** notifications will reference events such as safety related incidents and other emergency notifications determined by district administrators. Emergency notifications will be sent only as needed.
- **General** notifications are for informational purposes only and will reference various district and campus events and information. In addition, General notifications will be utilized to alert parents of school delay and/or closure due to inclement weather.
- **Attendance** notifications will only be generated if your student has an unexcused absence for more than one period during an instructional day. If your student is marked

absent, a system generated attendance phone call will be sent between the hours of 9:00AM and 9:00PM depending on the child's grade level.

***Forgot your password?***

If you have an email address on file with the school, go to the Family Access login screen and click the link called "Forgotten Login or Password?". Otherwise, send an email to [familyaccess@bwschools.net](mailto:familyaccess@bwschools.net) requesting your login information.

**Attendance – Policy 204**

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The following conditions constitute reasonable causes for absence from school:

1. Illness.
2. Quarantine.
3. Health care appointment.
4. Death in immediate family.
5. Family educational trips.
6. Religious instruction/holiday.
7. Other urgent reasons approved by the District.
8. Educational tours and trips, with prior approval.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

All absences occasioned by observance of the student's religion on a day approved by the District as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

On written request of the parent/guardian, a student may be released from school in order to participate in a religious instruction program. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The District will not provide transportation to

religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall consider each student assigned to a program of independent study to be in regular attendance. Provided the student is under the guidance and reports to an assigned staff member at the place in which s/he is conducting study and regularly demonstrates progress toward the objectives of the course of study.

The Board will permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, and other urgent reasons.

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district.
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education.

#### Pre-Approved Family Educational Trips, Not School Sponsored

The Board recognizes that students may need to travel with parents for valid educational or

family reasons. Students may be excused for non-school-sponsored educational trips when such a trip is determined by the Superintendent or his/her designee to serve an educational purpose. The following conditions must be followed:

- a. Educational trips will be considered for approval if the Superintendent or designee determines that such a trip will be of educational significance to the student. Written request must be submitted to the building principal two (2) weeks in advance of the trip and must include:
  - a statement of the educational value of the trip
  - the destination of the trip
  - the total number of school days to be missed
  - the reason the trip could not be taken on days when school is not in session
- b. The total number of days granted for an educational trip, not school sponsored, will be based upon the student's attendance and academic record and shall not exceed 5 days for any school year.
- c. Trips shall not be approved during the first two (2) weeks and the last two (2) weeks of the school year, or during PA State Assessment windows.
- d. Students are required to make up assignments and tests missed during the excused absence. All work must be completed within **one (1) week** after the student's return to school. Extensions for makeup work may be granted on an individual basis due to unusual circumstances as determined by the school principal.
- e. Failure to follow the conditions for pre-approval will result in the educational trip absence being recorded as unexcused.

The Superintendent or designee may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Superintendent or designee shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

The Superintendent or designee shall develop procedures for the attendance of students which:

1. Ensure a school session that conforms with requirements of state regulations.
2. Govern the keeping of attendance records in accordance with state statutes.
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.
4. Impose on truant students' appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Ensure that appropriate written notice is issued to parents/guardians at least three (3) days in advance of the initial truancy proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was



unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

It shall be the policy of the Board to consider alternative educational programs for each child who habitually and repeatedly absents him/herself from the regular educational program.

### Tardiness

Students who are not inside their assigned homerooms or classrooms at the start of the school day are considered tardy. Tardiness is treated as absence and is considered excused or unexcused for the same reasons as excused or unexcused absences.

### Delay of School Bus

A student who arrives at school late or is absent because of the delay of a school bus is regarded as tardy or absent, even though the student may not be responsible for such absence or tardiness. Such absence or tardiness should be excused.

### Excused Absences/Late Arrivals/Early Dismissals

Students will be excused from school as may be required, according to the following procedures:

1. A written request for excused absence submitted either before or after the absence has occurred and signed by the parent/guardian of the student seeking the excused absence; a minor who has made his/her emancipation a matter of duly certified record in the school district; or a student who has reached the age of majority, shall be submitted to the principal or a designee. The written request for an excused absence must be turned into the school within three (3) days of the absence. The absence will be made permanently illegal without appropriate excuse.

The request shall set forth the student's name, homeroom number, and the reason(s) for the requested excused absence. For advance requests, the time requested for the student to leave school and the expected time for return to school shall also be included.

2. An advance request, when possible, shall be submitted at least three (3) days prior to the requested date of excusal.
3. The principal or a designee shall approve or disapprove the request in writing and shall retain a copy of the approved or disapproved request for a period of at least seven (7) years.
4. The responsible administrator shall use appropriate procedures to verify requests for excused absences.
5. When permission to be absent is requested from the school principal by the

parents/guardians in advance and the principal's approval is granted, the student will be permitted to obtain from teachers the assignments, tests or other activities to be covered during the absence. The student will be expected to complete the assignments and will be held accountable for the material covered during the absence.

6. After the tenth absence from school, a letter is sent home to notify parents that a doctor's note will be required for any further absences or the absences will be marked illegal.
7. Out of school suspensions are not counted in total days of absence.

### Unexcused/Illegal Absences

The Board considers the following conditions to constitute unexcused absence from school:

- Lack of a valid written excuse from the parent/guardian (or licensed health care provider)
  - All excuses are to be submitted to the school within three (3) days of absence
- Absence due to parental/guardian neglect
- Unapproved travel
- Oversleeping
- Working at home
- Other reasons not defined by law and policy as reasonable causes for absence from school

Any unexcused absence is also an illegal absence for pupils of compulsory school age.

All absences will be treated unlawful until the school district received a written excuse explaining the reasons for absence. This excuse must be received by the district within three (3) days of the absence; otherwise the absence will be permanently counted as illegal.

The absence of any student who remains out of school with or without parent/guardian permission and is not absent because of illness or other urgent reasons, as defined in the law, shall be unexcused. Such absence will be recorded as unlawful/unexcused for a student who is under the compulsory attendance age and as unexcused for a student who is beyond compulsory school age.

A student whose absence is not excused will be expected to make up work, tests, or other academic assignments that were due during the period of unlawful absence. However, no student will receive a grade or credit for any make up work on the unexcused absence dates.

### Make up Work

Students who are absent from school, whether excused or unexcused, are required to make up school assignments and tests missed in each subject. The scheduling of makeup work is at the reasonable discretion of the principal and faculty.

Adopted: March 8, 2006  
Revised: August 12, 2015

## **Nondiscrimination in School and Classroom Practices – Policy 103**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin marital status, pregnancy, or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district may use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The District prohibits retaliation against any person because he or she has made a report of alleged discrimination or against any person who has testified, provided assistance or otherwise participated in the investigation of a complaint. Violations of this prohibition may subject the retaliating party to disciplinary action.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public.

Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support - Assurance that like aspects of the school program receive like support as

to staffing and compensation, facilities, equipment, and related matters.

5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### Complaint Procedure – Student/Third Party

#### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

#### **Step 2 – Investigation**

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a supplemental investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

### **Equivalence Between Schools**

The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.

Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis.

The Board understands that equivalence between programs and schools shall not be measured by:

1. Changes in enrollment after the start of the school year.
2. Varying costs associated with providing services to students with disabilities.
3. Unexpected changes in personnel assignments occurring after the beginning of the school year.
4. Expenditures on language instruction education programs.
5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

The district shall develop administrative regulations to implement this policy and shall maintain records documenting compliance that are updated biannually.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Policy 906 Public Complaints.

Adopted: February 8, 2006

Revised: November 14, 2012

### **Unlawful Harassment – Policy 248**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The District prohibits retaliation against any person because he or she has made a report of alleged harassment or against any person who has testified, provided assistance or otherwise participated in the investigation of a complaint. Violations of this prohibition may subject the retaliating party to disciplinary action.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Superintendent of Elementary Education as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the

complaint.

#### Complaint Procedure – Student/Third Party

##### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

##### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

##### **Step 3 – Investigative Report**

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

##### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken, and where not prohibited by law, inform the complainant.



Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

#### Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Adopted: March 8, 2006  
Revised: February 9, 2011

#### **Child Abuse – Policy 806**

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.

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

**Bodily injury** - impairment of physical condition or substantial pain.

**Child** - an individual under eighteen (18) years of age.

**Child abuse** - intentionally, knowingly or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or

failure to act.

7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
  - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - c. Forcefully shaking a child under one (1) year of age.
  - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
  - e. Interfering with the breathing of a child.
  - f. Causing a child to be present at a location while a violation of 18 Pa. C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
  - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known: Is required to register as a Tier II or Tier III sexual offender under 42 Pa. C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under eighteen (18) years of age when the crime was committed; has been determined to be a sexually violent predator under 42 Pa. C.S. § 9799.24 (relating to assessments) or any of its predecessors; or has been determined to be a sexually violent delinquent child as defined in 42 Pa. C.S. § 9799.12 (relating to definitions).
9. Causing the death of the child through any act or failure to act.

The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

**Direct contact with children** - the possibility of care, supervision, guidance or control of children or routine interaction with children.

**Independent contractor** - an individual who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children. The term does not include an individual who has no direct contact with children.

**Perpetrator** - a person who has committed child abuse and is a parent/guardian of the child, a spouse or former spouse of the child's parent/guardian, a paramour or former paramour of the child's parent/guardian, a person responsible for the child's welfare, an individual residing in the same home as the child, an individual fourteen (14) years of age or older who is responsible for the child's welfare or who resides in the same home as the child, or an individual eighteen (18) years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit organization or religious or other not-for-profit organization.

**Program, activity or service** - a public or private educational, athletic or other pursuit in which children participate. The term includes, but is not limited to, the following:

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. An outreach program.
5. An enrichment program.
6. A troop, club or similar organization.

**Recent act or failure to act** - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.

**School employee** - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.

**Serious mental injury** - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

**Serious physical neglect** - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or

medical care.

**Sexual abuse or exploitation** - any of the following:

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

Paragraph 1. Does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Student** - an individual enrolled in a district school under eighteen (18) years of age.

**Volunteer** - an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.

In accordance with Board policy, the Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and other background checks as required by law.
2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's official child abuse clearance statement is current.
3. Require each volunteer to submit an official child abuse clearance statement and other background checks as required by law.

School employees, independent contractors and volunteers shall obtain and submit new background checks and clearances every thirty-six (36) months.

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

### Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.

### Duty To Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in

other action authorized by law shall have immunity from civil and criminal liability related to those actions.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

### Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies or an oral report via the statewide toll-free telephone number. A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee.

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the

subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The school principal shall be notified whenever such photographs are taken.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.

### Investigation

The school principal shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.

Adopted: May 10, 2006  
Revised: August 12, 2015

### **Student Wellness – Policy 246**

The Baldwin-Whitehall School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

The Superintendent or designee shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.

Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to student wellness shall report to the appropriate supervisor or administrator regarding the status of such programs.

The Superintendent or designee shall (annually) report to the Board on the district's compliance with law and policies related to student wellness. The report may include:

1. Assessment of school environment regarding student wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and Wellness Committee.

An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Director of Finance and Operations or designee.

#### Wellness Committee

The Board shall appoint a Wellness Committee comprised of at least one (1) of each of the following: School Board member, district administrator, teacher, district food service representative, school nurse, student, parent/guardian, and member of the public.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing Student Wellness policies, procedures and practices that comply with law to recommend to the Board for adoption.

The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

#### Advisory Health Council

An Advisory Health Council may be established by the Superintendent to study student health



issues and to assist in organizing follow-up programs.

### Nutrition Education

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Nutrition education shall provide all students and staff with the knowledge and skills needed to lead healthy lives.

Nutrition curriculum shall be behavior focused.

Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education when appropriate.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

Consistent nutrition messages shall be disseminated throughout the district, schools, classrooms, cafeterias, homes, community and media.

Nutrition education shall extend beyond the school environment by engaging and involving families and communities.

### Physical Activity

District schools shall strive to provide daily opportunities for developmentally appropriate physical activity during the school day for all students.

- Organized recess
- Lunch
- Physical education
- Activity rewards
- Intramurals
- Athletics/clubs

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Physical Activity breaks shall be provided for elementary students during classroom hours.

District schools shall partner with parents/guardians and community members to institute

programs that support physical activity.

Students and community shall have access to physical activity facilities outside school hours.

### Physical Education

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge and confidence necessary for lifelong participation shall be provided.

A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

A sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. **All district students shall be required to participate in physical education.**

Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Physical education classes shall have an appropriate safe teacher-student ratio to provide a healthy and safe environment.

Physical activity shall not be used as a form of punishment.

### Other School Based Activities

Students shall be provided a clean and safe meal environment with adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast where applicable; twenty (20) minutes sit down time for lunch.

Meal periods shall be scheduled at appropriate hours, as defined by the district.

Drinking water shall be available at all meal periods and throughout the school day.

Students shall have access to hand washing or sanitizing before meals and snacks.

Nutrition professionals who meet criteria established by the district shall administer the school meals program and provide professional development for district nutrition staff.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians.

The Food Service Director, cafeteria managers, students and parents/guardians will be involved in menu selections through various means.

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

Food shall not be used in the schools as a reward or punishment.

The district shall provide appropriate training to all staff on the components of the Student Wellness Policy.

Goals of the Student Wellness Policy shall be considered in planning all school based activities.

Fundraising projects submitted for approval that target students and include the sale of food or beverages for individual consumption must comply with the nutrition standards.

Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

The district will supply a list of healthy party ideas and food selections for use in classroom celebrations throughout the school year. As an alternative, the school cafeterias will provide healthy choice party selections which parents may purchase.

### Nutrition Guidelines

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending

food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from other sources.

All competitive foods available to students in district schools shall comply with the modified version of the Nutritional Standards for Competitive Foods in Pennsylvania Schools, as applicable.

All competitive foods available to students in district schools shall comply with the established nutrition guidelines, as listed in the Student Wellness Plan, guidelines, and procedures.

#### Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments, and community organizations to develop and maintain safe routes to school.

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

Adopted: June 7, 2006  
Revised: August 12, 2015

### **Immunization and Communicable Diseases – Policy 203**

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff.

#### Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent.

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the head nurse.

Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.

The Superintendent or designee shall:

1. Annually review state standards for immunization and direct the responsible district personnel accordingly.
2. Ensure that parents/guardians are informed prior to a student's admission to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.
3. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data on the required form to the Department of Health by October 15 of each year.

#### Communicable Diseases

The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.

The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life threatening diseases.

#### Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.

Adopted: March 8, 2006

Revised: May 11, 2011

### **HIV Infection – Policy 203.1**

The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.

This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.

HIV infection - refers to the disease caused by the HIV or human immunodeficiency virus.

AIDS - Acquired Immune Deficiency Syndrome.

CDCP - United States Public Health Service Centers for Disease Control and Prevention.

Infected students - refers to students diagnosed as having the HIV virus, including those who are asymptomatic.

This policy shall apply to all students in all programs conducted by the school district. The Board directs that the established school rules relative to illnesses and other diseases among students shall also apply to infected students.

The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for school attendance.

The Superintendent or designee shall be responsible for handling and releasing all information concerning infected students.

All district employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.

All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses. Employees shall notify the school nurse of all incidents of exposure to bodily fluids and when a student's health condition or behavior presents a reasonable risk of transmitting an infection.

Building administrators shall notify students, parents/guardians and employees about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.

#### Attendance

Infected students have the same right to attend school and receive services as other students and

shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and procedures established for students with chronic health problems and students with disabilities.

When an infected student's parent/guardian voluntarily discloses information regarding the student's condition, the district employee who receives the information shall obtain the written consent of the parent/guardian to disclose the information to members of the Screening Team.

A Screening Team comprised of the Superintendent or designee, building principal, school nurse, district physician, student's parent/guardian, and attending physician shall evaluate the infected student's educational placement. Placement decisions shall be based on the student's need for accommodations or services.

First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.

An infected student who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.

An infected student may be excused from school attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.

An infected student's placement shall be reassessed if there is a change in the student's need for accommodations or services.

#### Confidentiality

District employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/ guardian, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.

All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.

#### Infection Control

Employees shall treat all bodily fluids as hazardous and shall follow universal precautions for any exposure to bodily fluids.

The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.

#### Staff Development

All district employees shall participate in a planned HIV education program.

Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.

#### Prevention Education

The goals of HIV prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV infection. Prevention education shall be taught at every level, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of HIV infection.

Prior to HIV/AIDS instruction, the district shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review.

A student shall be excused from HIV/AIDS education when the instruction conflicts with the religious beliefs or principles of the student or parent/guardian, upon the written request of the parent/guardian.

Adopted: March 8, 2006

#### **Health Examinations/Screenings – Policy 209**

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease, to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs, and to ensure that the learning potential of each student is not lessened by a remediable physical disability.

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician.

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist.

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.

The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

The school nurse or medical technician will administer to each student vision tests, hearing tests, tuberculosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district. Height and weight measurements will be used to calculate the student's weight-for-height ratio.

The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.



A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/ guardian's religious beliefs.

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.

The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the district.

The Superintendent or designee shall ensure that notice is provided to all parents/ guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

Adopted: March 8, 2006  
Revised: November 15, 2007

### **Use of Medications – Policy 210**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.

Before any medication may be administered to or by any student during school hours, the Board

shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.

All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

1. Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically:
  - a. Reason for taking this medication.
  - b. How often and length of time.
  - c. What will happen if medication is not taken or is taken incorrectly?
  - d. Physician comments about the medication.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Observe and evaluate the student's ability to self-administer during the initial administration.
5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
  - a. Name of student.
  - b. Name of medication.
  - c. Medication dosage.
  - d. Time of administration.
  - e. Route of administration.
  - f. Signature of student and the monitor of self-administration.

g. Initiation and expiration date of drug.

#### Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

Adopted: March 8, 2006

Effective: April 11, 2007

#### **Dress and Grooming – Policy 221**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board has the authority to impose limitations on students' dress in school.

The Board will not interfere with the right of students and their parents/ guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others.

When student dress may constitute student expression, Policy 220 Student Expression shall apply.

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

The building principal or designee shall be responsible to monitor student dress and grooming and enforce school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students should be encouraged to take pride in their appearance. In an age of changing styles and freedom of dress, students should select clothing which is complimentary to them. When students come to school inappropriately dressed, the staff and administration will take necessary steps to correct the situation.

T-shirts or other clothing promoting obscene, profane and other content likely to disrupt the educational process, and messages promoting drugs or alcohol are not permitted.

Baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted. Pants, skirts, skorts, and shorts must be secured and worn no lower than the waist.

Torn or ripped clothing is not permitted.

Spandex or other tight fitting apparel, tank tops, halter tops, bare chests or midriffs, or half-shirts and other provocative apparel are not permitted. Tops must be long enough to tuck into pants, skirts, skorts, and shorts. Undergarments are not to be exposed.

Extremely short skirts, skorts, and shorts are not permitted.

The wearing of hats, hoods, or other headwear in a school building is not permitted. An exception to the wearing of headwear may be granted to an individual student by the administration for medical or religious reasons.

Adopted: March 8, 2006

Revised: April 11, 2007

### **Academic Standards – Policy 102**

The Board recognizes that education is a vital function of the state and community. The school community, through the strategic planning process, shall be encouraged to participate in the development of the educational goals and academic standards established for this school district.

**Academic standards** - shall be defined as what a student should know and be able to do at a specified grade level; they shall describe the knowledge and skills students will be expected to demonstrate in order to graduate. For purposes of Board policy, the term academic standards shall be deemed to encompass Pennsylvania Core Standards, state academic standards and local academic standards.

The Board shall approve academic standards for district students to attain, in the following content areas:

1. English Language Arts
2. Mathematics.
3. Science and Technology - to include reading in science and technology, and writing for science and technology
4. Environment and Ecology.
5. Social Studies (history, geography, civics and government, and economics) - to include reading in history and social studies, and writing for history and social studies.
6. Arts and Humanities.
7. Career Education and Work.
8. Health, Safety and Physical Education.
9. Family and Consumer Science.
10. World Languages.

The district’s curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Board policy.

Adopted: August 12, 2015

**Grading Scale**

The grading scale was approved by the Board of School Directors. The following percentages will relate to each of the letter grades:

**Grades 6 - 12**

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% -59%
I	Incomplete Work (becomes an “F” if not made up within two weeks of the next report period)

**Grades 1 – 5 (Content Areas)**

Advanced	90% - 100%
Proficient	80% - 89%
Satisfactory	70% - 79%
Needs Improvement	0% - 69%

**Grades 1 – 5 (ENCORE)**

Exceeds Expectations	EE
Expectations Met	EM
Making Progress	MP
Needs Improvement	NI

**Kindergarten**

Expectations Met	EM
Making Progress	MP
Needs Improvement	NI

**Review of Instructional Material by Parents/Guardians and Students – Policy 105.1**

The Board adopts this policy to ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.
2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
3. The written request will be sent to the building principal.
4. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
5. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
6. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/ guardians and students is permitted.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

The Superintendent or designee shall notify parents/guardians and students of this policy and its availability. This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

Adopted: February 8, 2006

Revised: August 12, 2015

### **Exemption from Instruction – Policy 105.2**

The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.

The rights granted by this policy are granted to parents/guardians of students enrolled in this district when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.

The district shall excuse any student from specific instruction, subject to the following

conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the parent/guardian or student to the building principal. One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.
3. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.
4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/ guardians.
5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the goals set for the course and does not require the provision of any extra resources by the district.
6. The building principal shall determine where the student shall report during the time the student is excused.
7. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.

Adopted: February 8, 2006

### **Complaints About Instructional Materials – Policy 105.3**

A total education in a free society requires that students be exposed to a broad range of subject matter. Intellectual growth is stimulated by an open environment in which the free and open exchange of ideas is permitted and encouraged. The arbitrary suppression of instructional material defeats the goals of our educational system and is contrary to the constitutional principles upon which our government rests.

Therefore, censorship of instructional material should be undertaken with extreme care and caution, and only where such action is essential to the well-being of students or the school district. Within this context, the district recognizes the following basic principles which are to be applied in resolving complaints about instructional material:

1. The Board retains the final authority and responsibility with respect to the selection and the censorship of all instructional material.
2. No student, parent/guardian or citizen has the right to determine the nature or content of instructional material used in the educational program, except to the extent that such material affects them personally.

3. The school district recognizes the right of the individual student and parent/ guardian to criticize instructional material and to initiate complaints which are intended to benefit the educational program. Matters of personal taste and preference cannot be permitted to compromise the educational goals of the district. However, accommodations may be achieved on an individual basis where such resolution is otherwise appropriate.

Adopted: February 8, 2006

### **Athletic Eligibility**

In order to be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as full time curriculum. A student shall be placed on academic probation if they fail to maintain a 2.0 overall grade point average and passing grades in English, mathematics, social studies, and science (if scheduled). A student on academic probation shall have their academic progress monitored by the principal or designee on a weekly basis and shall remain on academic probation for the remainder of the season for the sport in which the student is participating.

A student will be declared academically ineligible for interscholastic athletics if they fail to maintain a minimum of passing grades in at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. Additionally, any student on academic probation that is not making adequate progress as determined by the principal or designee shall also be declared ineligible as of each Friday during a grading period.

In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the above standards, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the above standards.

In cases where a student's work in any preceding grading period does not meet the above standards, the student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period.

At the end of the school year, the student's final grades in the student's subjects rather than the student's grades for the last grading period shall be used to determine the student's eligibility for the next grading period.

A student who is absent from school during a semester for a total of 20 or more school days shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of 45 school days following the 20<sup>th</sup> day of absence.

### **Extracurricular Activities**

In order to be eligible for extracurricular activities, a student must pursue a curriculum defined and approved by the principal as full time curriculum. A student shall be placed on academic probation if they fail to maintain a 2.0 overall grade point average and passing grades in English,



mathematics, social studies, and science (if scheduled). A student on academic probation shall have their academic progress monitored by the principal or designee on a weekly basis and shall remain on academic probation for the remainder of the season for the activity in which the student is participating.

A student will be declared academically ineligible for extracurricular activities if they fail to maintain a minimum of passing grades in at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. Additionally, any student on academic probation that is not making adequate progress as determined by the principal or designee shall also be declared ineligible as of each Friday during a grading period.

### **Student Records – Policy 216**

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request.

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.

Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.

Personally identifiable information - includes, but is not limited to:

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.

The Superintendent or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.

Each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.
3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.
7. Determining the types of personally identifiable information designated as directory information.
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.
9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.
11. Ensuring appropriate review, retention, disposal and protection of student records.
12. Transferring education records and appropriate disciplinary records to other school districts.

### Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.

### Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.

In the event the district receives a request for information from the school records of a missing child, the district shall:

1. Attempt to obtain information on the identity of the requester.
2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

Adopted: March 8, 2011  
Revised: September 12, 2012

### **Student Records – Notification of Rights**

Baldwin-Whitehall School District maintains a cumulative student record for each child. This information is kept in order to assist in the day-to-day operation of the educational programs and to meet the requirements of federal and state laws. The information regarding each child includes student identification and attendance data, information on academic progress and performance and results of standardized group achievement and cognitive ability tests. Records of standardized tests taken by secondary students on a voluntary basis, usually for college entrance purposes, are also recorded. Disciplinary records, certain juvenile history record information and student health records also are maintained as required by state law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request

that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a school probation officer; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district or educational agency in which a student seeks or intends to enroll.

Under FERPA, the District also may disclose without consent "directory information" concerning a student. For example, directory information may be included in publications such as sports programs, newspapers, radio and television news releases, awards and graduation programs, yearbooks, musical and play

programs and other school publications. Certain directory information also may be disclosed, upon request, to colleges and universities and military recruiters. Directory information is information not generally considered harmful or an invasion of privacy if disclosed, including but not limited to the student's name, address, telephone number, e-mail address, photographs, videotapes and other visual images, date and place of birth, major fields of study, grade level, participation in school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and other similar information. Parents who wish to have their children exempted from publication or other disclosure of directory information may do so by letter to the school principal. This includes the right to request that information about their children not be disclosed to military recruiters. The letter must be received by the school principal at least thirty (30) days prior to the date of publication or other disclosure of information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

### **Special Education Services – Policy 113**

The Baldwin-Whitehall School District is responsible for locating, identifying and educating children who are in need of special educational programming. If anyone in the community is aware of a child with a disability such as mental retardation, blindness or deafness or with a physical disability who needs special placement and is not receiving it, please notify the school district at 412-884-6300.

### **Services for Pre-School-Age Children**

Services for pre-school age children with disabilities, who reside in suburban Allegheny County, are provided through two different systems linked by a transition process. Birth through age two programming is provided through the Pennsylvania Department of Welfare and is coordinated by the Alliance for Infants and Toddlers, Inc. Students who are three years old to entry age are serviced through the Pennsylvania Department of Education funding. This preschool program is presently coordinated by the Allegheny Intermediate Unit's Early Childhood and Family Support Services program, DART.

For more information, please contact the Alliance for Infants and Toddlers, Inc. at 412-885-6000 or the Allegheny Intermediate Unit/DART Program at 412-394-5736.

### **Services for School-Age Students**

Baldwin-Whitehall School District provides a free, appropriate public education for students according to state and federal mandates. To be eligible, the child must be of school-age, need specially designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities as set forth in the Individual with Disabilities Education Act which was re-authorized in 2004:

- Autism
- Visual Impairment including Blindness
- Deaf-Blindness
- Deafness
- Hearing Impairment
- Emotional Disturbance
- Specific Learning Disability
- Speech and Language Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Traumatic Brain Injury
- Other Health Impairment

Students who are eligible for special education are provided with a continuum of services designed to meet their individual needs. These services may include supportive intervention in the regular class, supplemental intervention in the special education class in a regular school, or placement in a special education class outside of the regular school. The extent of special education services and the location for the delivery of such services are determined by the parents and staff at the IEP team meeting and is based on the student's identified needs and abilities, chronological age, and the intensity of the specified intervention. The school district also provides related services, such as transportation, physical therapy, and occupational therapy, that are required to enable the student to derive educational benefits. Special education services within the school district include: learning support, emotional support, life skills support, speech and language support, vision support and hearing support.

### **The Multidisciplinary Evaluation (MDE)**

The Multidisciplinary Evaluation (MDE) is a process to gather information to determine if a child has a disability and needs special education and, if so, the types of services needed. Prior to an MDE, the District must obtain permission via the Permission to Evaluate form. Before an evaluation can occur, the form must be signed by the parent or legal guardian. Multidisciplinary evaluations are coordinated by a certified school psychologist. Team members including the parents, classroom teacher, principal, social worker, school psychologist, persons familiar with the student's educational experience and cultural background, and other pertinent individuals that work with the student provide information as a part of the evaluation. The evaluation must be sufficient in scope and depth to provide information about the student's academic functioning, adaptive and social behavior, weaknesses, strengths, and response to intervention. All this information is compiled into an Evaluation Report (ER) which recommends whether a child has one or more disabilities, whether or not the child requires special education,

and the type of program and services that the child needs. The ER may recommend that a child is not exceptional and, therefore, does not need special education services. If this is recommended, the report will list changes that may be made in the regular classroom to maximize the child's success. All members *of* the MDT, including the parents, are entitled to review the ER.

When a parent requests a MDE verbally or in writing, the principal will schedule a meeting to discuss the parent/guardian's concerns. This meeting will include the principal, school psychologist, teacher(s) who are knowledgeable in the area(s) of concern and must occur within 10 days of the receipt of the request. The purpose of this procedure is to connect with parents and guardians of struggling students to collaborate solutions that can be implemented immediately. The goal is to support struggling students quickly and efficiently through engaging parents.

At the conclusion of the meeting, the teacher will make recommendations for support which may or may not include evaluation for Special Education Services. If the team determines to increase support without completing an evaluation for eligibility for Special Education Services, the Supervisor of Pupil Services will issue a letter to the parent outlining the decision and supports. Included with that letter will be the Notice of Recommended Educational Placement (NOREP) or Notice of Recommended Assignment (NORA) which indicates the District will not complete the requested evaluation. If the team determines that an evaluation for services is needed, the School Psychologist will explain the process and initiate an evaluation by sending the Permission to Evaluate Form to the parents.

Reevaluations for students who are eligible for special education services are completed every three (3) years or when requested by one or more members of the IEP team and in compliance with the requirements of IDEA. Reevaluations for students with mental retardation are completed every two (2) years.

### **Individualized Education Program (IEP)**

Children with a disability and in need of specially designed instruction are entitled to receive special education services. These services are described in the Individualized Education Program (IEP) which is written by the IEP team. Required members of the IEP team include:

- The child's parents
- At least one of the child's regular education teachers
- At least one special education teacher
- A representative of the public agency who is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities; is knowledgeable about the general education curriculum; and is knowledgeable about the availability of resources of the public agency.
- Someone who can interpret the evaluation results, who may already be a member of the team
- At your request or that of the school, other people who know the child well or who have worked with your child
- The child (at age 14 or any time before that age, at the parent's request



- A representative from a vocational-technical school if a vocational-technical school is being considered for the child

The IEP team will review all the evaluation material to determine how the child is performing in school, and write annual measurable goals to meet the child's needs. IEPs for eligible students are developed on an annual basis, or sooner, if requested by one or more members of the IEP team. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention.

### **Notice of Recommended Education Placement (NOREP)**

Once the IEP has been developed, a Notice of Recommended Educational Placement (NOREP) is issued to the parent. The NOREP explains the placement or class recommended for your child and explains the rights of parents. Parents must approve the NOREP in writing for the child's initial special education placement. The Baldwin-Whitehall School District offers a continuum of educational services designed to meet the needs of eligible students. In addition, related services such as transportation, occupational therapy, physical therapy, vision support, deaf and hearing support, and speech and language support are available to those students who qualify.

Detailed information regarding special education procedures may be obtained by calling the Pupil Services Department at 412.884.6300 Ext. 7342.

Potential Signs of Developmental Delay and/or Characteristics that could be Symptoms of a Disability can be found at [www.parentcenterhub.org/repository/categories](http://www.parentcenterhub.org/repository/categories) (Center for Parent information and Resources).

The definitions of these specific disability terms from the IDEA regulations are shown beneath each term listed below. Note, in order to fully meet the definition and eligibility for special education and related services as a “child with a disability,” a child’s educational performance must be adversely affected due to the disability. (CPIR, [www.parentcenterhub.org/repository/categories](http://www.parentcenterhub.org/repository/categories))

#### **1. Autism...**

means a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that adversely affects a child’s educational performance. Other characteristics often associated with autism are engaging in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term autism does not apply if the child’s educational performance is adversely affected primarily because the child has an emotional disturbance, as defined in #5 below.

A child who shows the characteristics of autism after age 3 could be diagnosed as having autism if the criteria above are satisfied.

#### **2. Deaf-Blindness...**

means concomitant [simultaneous] hearing and visual impairments, the combination

of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.

3. Deafness...

means a hearing impairment so severe that a child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child's educational performance.

4. Emotional Disturbance...

means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance:

- a. An inability to learn that cannot be explained by intellectual, sensory, or health factors.
- b. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers.
- c. Inappropriate types of behavior or feelings under normal circumstances.
- d. A general pervasive mood of unhappiness or depression.
- e. A tendency to develop physical symptoms or fears associated with personal or school problems.

The term includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disturbance.

5. Hearing Impairment...

means an impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance but is not included under the definition of "deafness."

6. Intellectual Disability...

means significantly subaverage general intellectual functioning, existing concurrently [at the same time] with deficits in adaptive behavior and manifested during the developmental period, that adversely affects a child's educational performance.

*(Editor's Note, February 2011: "Intellectual Disability" is a new term in IDEA. Until October 2010, the law used the term "mental retardation." In October 2010, Rosa's Law was signed into law by President Obama. Rosa's Law changed the term to be used in future to "intellectual disability." The definition of the term itself did not change and is what has just been shown above.*

7. Multiple Disabilities...

means concomitant [simultaneous] impairments (such as intellectual disability-blindness, intellectual disability-orthopedic impairment, etc.), the combination of which causes such severe educational needs that they cannot be accommodated

in a special education program solely for one of the impairments. The term does not include deaf-blindness.

8. Orthopedic Impairment...

means a severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by a congenital anomaly, impairments caused by disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).

9. Other Health Impairment...

means having limited strength, vitality, or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that—

- a. is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and Tourette syndrome; and
- b. adversely affects a child's educational performance.

10. Specific Learning Disability...

means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; of mental retardation; of emotional disturbance; or of environmental, cultural, or economic disadvantage.

11. Speech or Language Impairment...

means a communication disorder such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance.

12. Traumatic Brain Injury...

means an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech.

The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

13. Visual Impairment Including Blindness...

means an impairment in vision that, even with correction, adversely affects a child's educational performance. The term includes both partial sight and blindness.

### **Services for Protected Handicapped Students (Chapter 15)**

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

These services for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs. Parents may request evaluation for services under Chapter 15 by contacting the building principal.

For further information on the evaluation procedures and provision of service to protected handicapped students, contact your building principal or the Pupil Services Department.

Pupil Services Department  
Baldwin-Whitehall School District  
4900 Curry Road  
Pittsburgh, PA 15236-1817  
412.884.6300 Ext. 7342

### **Services for Students in Non-Public Schools**

Non-public school students who are eligible for special education services have the opportunity to enroll on a part-time, dual-enrollment basis in a special education program operated within the District.

Parents of nonpublic school students who suspect that their child is eligible and in need of special education may request a multidisciplinary team evaluation of their child through a written request to the Pupil Services Department.

## **Gifted Education Services and Programs**

The Baldwin-Whitehall School District recognizes that the pace of change in our world is placing new and more complex demands on students and schools. These demands impact the acquisition and use of knowledge, the nature and speed of communication, the scope of business and finance, and the manner in which people conduct their daily lives. The school's responsibility is to promote the importance of learning and seek the support of the entire community in the education and training of young people. It is our intent to provide all students in the Baldwin-Whitehall School District the opportunities to participate in challenges and enrichment experiences that meet instructional and academic needs/abilities.

Our District program is transitioning from a more traditional test and place model to a true comprehensive and inclusive enrichment model. Data from the WISC-IV, Woodcock-Johnson Tests of Achievement, GATES scale, teacher recommendations, and information provided by the parents is still utilized to determine the need for gifted services based on the scores along with the other multiple criteria. However, our new model represents the District's commitment to providing these enrichment opportunities to all students. Selection for activities is based on multiple data measures, student interest level, academic strength, and counselor and/or teacher recommendation. Students will have access and offered opportunities as appropriate to their individual needs whether they are identified as mentally gifted or not.

## **Title I**

Parents in all Title I schools have the right to request and receive timely information on the professional qualifications of their children's classroom teachers and paraprofessionals who provide instructional services. This applies to all children in the school, whether or not they receive identifiable Title I services.

## **Supplemental Discipline Records – Policy 216.1**

The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.

### Adjudicated Students

Through the juvenile probation department, the court shall report to school principals information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.

The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.

Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.

### Transfer Students

Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.

Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.

This registration statement shall be maintained as part of the student's disciplinary record.

When a student transfers to a district school from another school district, a nonpublic school, or other school within this district, the district shall request a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.

When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred.

Adopted: March 8, 2006  
Revised: September 12, 2012

### **Student Rights and Responsibilities – Policy 235**

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.

Attendant upon the rights established for each student are certain responsibilities, which include

regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.

The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

Adopted: March 8, 2006  
Replaced: August 12, 2015

### **Surveys – Policy 235.1**

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.

Personal information means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.

For purposes of this policy, protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.

#### U.S. Department Of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.

#### Surveys Funded By Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the

- Building principal.
- Superintendent.
- Assistant Superintendent.

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.



### Collection Of Information For Marketing, Sales Or Other Distribution Purposes

The district shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, books clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.

#### Privacy

The district shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

### Student And Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.

The Superintendent or designee shall notify parents/guardians and students of:

1. This policy and its availability.
2. The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.
3. How to opt their child out of participation in activities as provided in this policy.
4. How to request access to any survey or other material described in this policy.

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Superintendent or designee shall establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Adopted: August 12, 2015

### **Student Complaint Process – Policy 219**

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.

The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

At each level the student shall be afforded the opportunity to be heard personally by the school authority.

The student may seek the help of a parent/guardian at any step.

Adopted: March 8, 2006

### **Student Expression/Distribution and Posting of Materials – Policy 220**

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 symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Distribution – students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or 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 or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression – verbal, written or symbolic representation or communication.

Nonschool materials – any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.

Posting – publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored or student web sites, through other district-owned technology and the like.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored 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, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

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.

Unprotected Student Expression

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, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or 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.
3. Using obscene, lewd, vulgar or profane language -- whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. 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 Written Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool written materials.

Students who post or 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 distribute printed 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 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 the administrative regulations or procedures relating to posting.

#### Review of Student Expression

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 shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

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 administrative procedures.

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

Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Conduct for students.

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.

Adopted: March 20, 2006

Revised: June 14, 2006

Reviewed: August 5, 2015

### **Student Recruitment – Policy 250**

In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States.

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.

The district shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.

The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.

### **Military Personnel**

**Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on district property.**

The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

The building principal reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation of the school.

The Superintendent or designee shall notify parents/guardians prior to the end of the student's junior year about the provisions of this policy. The notice shall include:

12. Notice that the school routinely discloses names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent.
13. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written parental consent.

14. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.

Adopted: March 8, 2006  
Revised: September 8, 2010

### **Food Services – Policy 808**

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

The Board shall provide food service that meets the nutritional standards required by state and federal school breakfast and lunch programs.

A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The charge to the student must be set at a level so that the charge to the student, plus any local, state, and federal reimbursement, does not exceed the cost of operation.

Operation and supervision of the food services program shall be the responsibility of the Director of Administrative Services.

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Director of Administrative Services or designee.

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

To reinforce the district's nutrition education program, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutritional standards specified in laws and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use food commodities for school menus available under the Federal Food Commodity Program.

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other

district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.

The district shall participate in the School Breakfast Program, the National School Lunch Program, and the Special Milk Program.

The district shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

#### School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

#### School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.

#### School Meal Accounts

Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.

The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:

1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.
3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.

Students and parents/guardians shall be notified annually concerning the contents of this policy and district procedures.

Adopted: June 7, 2006



Revised: May 12, 2010

### **Lunch Accounts – Policy 808.1**

Each year, students forget, lose, and misuse their lunch debit cards and money. For this reason, the Board adopts this policy to govern situations when students do not have lunch money or when their lunch accounts have insufficient funds.

For purposes of this policy, the term lunch account means all forms of exchange, including money, debit cards or coins.

The district shall permit a student in kindergarten through grade 8 to incur reasonable charges for replacement lunches, and the parent/guardian shall be contacted for payment.

Reasonable charges shall not exceed \$20 per student for each school year.

Unpaid lunch charges in excess of \$10 for a student shall result in the school withholding the quarterly report card until the charges are paid in full. Unpaid lunch charges shall accumulate from year to year.

The district annually shall inform the student and parent/guardian in writing of the district's policy regarding lunch accounts and the student's responsibility for their debit cards. The notice shall be included with the district's annual notification literature.

Five (5) lunch replacements (i.e., Type A lunch) or special meal arrangements shall be allowed for each student. After five (5) replacements or special arrangements, the student will be provided with a sandwich and milk, all of which will be charged to the student's account.

Each school cafeteria shall maintain a list of students who overdraw accounts in the current school year and the number of occurrences for each student. This list should be reviewed in all instances where the student is charging a replacement lunch to determine the student's eligibility for a replacement lunch or for a sandwich and milk.

At least one (1) written warning shall be given to the student and parent/guardian which shall include an explanation that the student has repeatedly had a problem with an under-funded lunch account and that s/he is expected to bring a lunch until the account has been paid in full.

Alternative methods of paying may be developed for students in kindergarten, first, second and third grades and for disabled students unable to take full responsibility for a lunch ticket.

Students K-12 shall be assessed for a lost or damaged debit card at a cost of \$5.00 per debit card.

Adopted: June 7, 2006

Revised: November 11, 2009

## **Free/Reduced-Price Meals and Free Milk – Policy 808.2**

The Board shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.

Point of service - the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid lunch has been served to any eligible student.

The Assistant to the Superintendent Finance and Operations or designee shall review applications for free or reduced-price meals and/or free milk and make determinations of eligibility.

The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program. Administrative regulations should include the following:

1. Application procedures, including procedures for approval, denial and verification of applications.
2. An appeals process for parents/guardians to appeal a district's decision regarding eligibility.
3. Method of retaining records required by this policy.
4. Procedures for disclosure of information, including what information can be disclosed with or without consent from the parent/guardian.
5. Procedures for compliance with nondiscrimination practices as well as procedures for receiving and processing discrimination complaints.
6. Procedures for collecting money from students or parents/guardians eligible for reduced-price meals because of an outstanding balance in the student's account.
7. Method by which the district will keep an accurate count of meals served in each building.

### General Requirements

The district shall publish and disseminate information about free and reduced-price meals and/or free milk and the income eligibility guidelines on or before the first day of school on the District website and by sending a letter to parents/guardians and issuing a public media release to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.

### Application Procedures

The district shall provide all parents/guardians with program application forms on or before the first day of school, upon enrollment, or whenever there is a change in eligibility criteria.

The district shall approve, deny and verify applications in accordance with state and federal laws

and regulations.

The district shall inform parents/guardians of their eligibility status.

#### Confidentiality/Disclosure Of Eligibility

The district shall only release a student's name, eligibility status, and other information provided on the application, or obtained through direct certification or verification, if disclosure of such information is specifically authorized by law.

#### Appeals

The district shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.

#### Meal Pricing

The district shall set reduced-price charges for lunch and breakfast at or below the maximum reduced price allowed by federal regulations and below the full price of lunch or breakfast.

The district shall make meal substitutions at no extra charge to eligible students who require such modifications because of a disability.

#### Counting/Claiming

The district shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster.

The district shall implement an approved counting system that provides an accurate count at the point of service of free, reduced-price and paid meals in each building.

The district shall claim reimbursement only for reimbursable meals served to eligible students.

#### Records Retention

The district shall retain all free and reduced-price meal applications for a minimum of three (3) and not in excess of five (5) years after the final claim is submitted for the fiscal year to which they pertain. If a federal audit is being conducted, records must be kept until the audit is completed.

The district shall retain production and menu records for the meals they produce for a minimum of three (3) and not in excess of five (5) years.

#### Nondiscrimination

The district shall ensure that, in the operation of the free and reduced-price meals and/or free milk programs, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall treat students who receive free or reduced-price meals and/or free milk in the same manner as those students who pay full price for their meals.

The district shall take such actions as are necessary to ensure that the names of students eligible to receive free or reduced-price meals and/or milk shall not be published, posted, or announced in any manner and there shall be no overt identification by the use of special tokens or tickets or any other means.

Adopted: May 12, 2010

### **Transportation – Policy 810**

Transportation for students shall be provided in accordance with law and Board policy. The safety of students riding school vehicles (including buses and vans) is of primary concern to the district. It is a joint responsibility of the Board, administration, teachers, transportation employees, parents/guardians, and students. Safety education while riding a bus or van shall be a regular and continuing feature of every student's education.

The Board shall purchase, equip, and maintain vehicles; contract for school bus services; and provide access to public transportation.

Transportation service shall be provided for resident students who live more than two (2) miles from the assigned secondary school or more than one and one-half (1½) miles from the assigned elementary school. Transportation service may be provided to students who walk to and from on roads certified as hazardous by the Department of Transportation.

Prior to the beginning of each school year, the Board shall approve the transportation schedules for that year.

Transportation must be authorized in advance by the Superintendent or designee for all school programs, including but not limited to the following:

1. To and from school.
2. Interscholastic athletics.
3. Extracurricular activities.
4. Field trips.

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

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where passengers load and unload.

The school bus driver shall be responsible for maintaining safety and order on the school vehicle while students are being transported. The driver shall report student misbehavior to the school principal and to the transportation department manager in accordance with administration regulations and procedures.

The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.

After transportation schedules have been approved by the Board, minor modifications may be made by the administrative staff to ensure a safe and efficient transportation system. Changes that significantly increase costs or the number of eligible students must be approved by the Board.

For reasons of efficiency and economy, transfer schedules may be established for both district and nonpublic school students when deemed necessary by the administration.

#### District Students

District students who meet the criteria for distance or safety shall be provided transportation within the attendance areas served by their assigned schools. If permission is requested and granted to attend a school outside of the normal attendance area because of a change of family residence during the school year, the parents/guardians must provide transportation for the student.

#### Nonpublic Students

Students who attend nonpublic schools shall be provided transportation in accordance with the criteria of distance and safety. Transportation shall not be provided for nonpublic schools located more than ten (10) miles beyond the boundaries of the school district.

The nonpublic school shall certify in writing that all students for whom transportation is requested are residents of the Baldwin-Whitehall School District and are enrolled in the regular educational program from kindergarten (K) through grade twelve (12).

#### Special Education/Students With Disabilities

Students approved for placement in approved special education programs shall be provided transportation appropriate to their special needs in accordance with the provisions of law and regulations.

Students who are protected handicapped students shall be provided transportation appropriate to their needs in accordance with law and regulations.

#### Walking Distance

Students may be required to walk up to one and one-half (1½) miles to the location of the stop for transportation services.

#### Student Assignments

Only eligible students and authorized district personnel shall be transported on school vehicles while engaged in transporting students to and from school, field trips, and extracurricular trips. The Transportation Manager may authorize a driver to transport his/her minor children while operating the vehicle.

Each eligible student for whom transportation is provided shall be assigned to a stop and a route. Students are not permitted to transfer to other stops and/or routes without written authorization.

### Requests For Reassignment

The parent/guardians may request in writing that a student be reassigned to a different stop and/or route. Each request shall be reviewed by the appropriate school district administrator and may be granted in accordance with the following criteria:

1. The route operates from the student's assigned school.
2. The route does not have to be changed or extended.
3. The stop exists on the route; a new stop is not created.
4. The load on the vehicle will not exceed the legal limits of the vehicle.
5. The change does not result in increased costs to the school district.
6. The change shall be reasonably long-term, except under emergency conditions.

### Contracted Services

When providing transportation with district-owned equipment or public transportation is impractical, transportation service may be contracted with a private or public carrier.

Contracted transportation services may be provided by any of the following:

1. Public school district.
2. Nonpublic school entity.
3. Public carrier properly licensed in Pennsylvania to provide transportation services.
4. Parent contract.

A contractor that provides transportation for the district shall provide a certificate of insurance indicating the levels of insurance coverage required by the school district. The contractor shall also comply with all federal and state laws and regulations that may govern its operation. All contracts for transportation service shall be approved by the Board.

### Public Transportation

Students eligible for transportation may be issued passes to ride public transportation as provided by the Port Authority of Allegheny County - Transit Division (PAT).

Public transportation passes shall generally be issued to students through the school in which they are enrolled, based on the following criteria:

1. Public transportation is the most economical means of service.
2. It is not feasible to provide transportation service with district-owned vehicles.
3. Public transportation service is available from a stop near the student's residence to the school.
4. The student is physically capable of riding public transportation.

### Drivers

All drivers of vehicles used for transporting school students shall be properly licensed and qualified in accordance with the requirements of federal and state laws and regulations. Only authorized employees shall be permitted to operate district-owned vehicles.

District-owned buses (vehicles in excess of ten (10) passengers) may be operated by employees

holding a Commercial Driver's License (CDL). Generally, only buses shall be used to transport students to and from school and for most school activities; however, for certain activities, district-owned or district-leased vans may be used.

When practical, those employees who do not possess a CDL, such as teachers, coaches, activity sponsors or administrators, may be permitted to transport students in a district-owned vehicle or a district-leased vehicle. Such vehicles shall not be designed to transport more than ten (10) passengers including the driver.

Teachers, coaches, sponsors, or administrators authorized to transport students in district-owned vehicles or district-leased vehicles for school activities must comply with the following:

1. Possess a valid Pennsylvania operator's certificate and provide a copy to the Transportation Manager.
2. Meet the physical requirements established by the Pennsylvania Department of Transportation and pass an annual examination by the school physician.
3. Submit annually for a license check by the Pennsylvania Department of Transportation.

An employee requesting the use of a district-owned vehicle must submit a Transportation Request Form in advance to his/her supervisor at least one (1) week in advance. The form is then forwarded to the Assistant Superintendent, Director of Services, and Transportation Manager for approval and scheduling.

An employee operating a district-owned vehicle shall comply with the administrative procedures for the use of such vehicles.

#### Ridership Program/Emergency Drills

This statement of policy is intended to comply with requirements of applicable laws and regulations. The district shall provide a ridership program to all students transported in school vehicles. The ridership program shall consist of instruction in safe riding practices and participation in emergency evacuation drills.

The ridership program shall be provided on an annual basis to students. Emergency evacuation drills shall be conducted during the months of September and March and shall include practice and instruction concerning the location, use and operation of emergency doors and fire extinguishers and proper evacuation of buses in the event of fires and accidents.

The ridership program and emergency drills shall be scheduled by the Transportation Manager in cooperation with the building principals.

All drivers shall be provided proper training and instruction in the ridership program and emergency procedures. Drivers shall be responsible for conducting the emergency drills as directed.

#### Chaperones

Only eligible students and authorized district employees may be transported on district vehicles

while engaged in transporting students. However, when students are being transported on field trips and extracurricular activity trips, chaperones may be necessary in order to provide assistance to the staff in supervising the students.

In scheduling such field trips and extracurricular trips, the principal shall determine the number of chaperones in cooperation with the teacher, activity sponsor, or coach. In determining the number of chaperones, the principal shall consider the number of district employees participating in the trip, age of the students, educational background of the students, physical abilities of the students, total number of students, destination of the trip, and the length of the trip. This includes overnight trips.

All chaperones must be at least eighteen (18) years of age and shall not be a student in the Baldwin-Whitehall School District. Additionally, minor children shall not accompany the chaperone on the trip unless such children are enrolled in the school and program and/or class that are sponsoring the trip.

The number of chaperones shall be included on the Transportation Request Form submitted for approval of the trip.

Adopted: May 10, 2006  
Revised: March 11, 2009

### **Video Cameras on Transportation Vehicles with Audio Monitoring – Policy 810.3**

The Board authorizes the use of a video/audio surveillance camera system on vehicles used for the transportation of students. The Board recognizes that serious misconduct on board a bus jeopardizes the safety of all passengers, monitors and drivers and that the use of video/audio monitoring equipment will help ensure safety by serving as a deterrent to serious misbehavior. Tapes will be utilized for the following:

1. Observe rider safety/rules violations.
2. Observe the driver adherence of safety, rider control, and standard procedures.
3. Document discipline violations to enforce rules and prove to students and drivers that behavior is monitored.
4. Observe incidents of alleged driver misconduct.

The Pennsylvania State Board of Education regulations grant School Boards the authority to make reasonable and necessary rules governing the conduct of students in school and while being transported on school vehicles. Authorized by 75 Pa. C.S. §102, the Board sets conditions for the video and audio taping for disciplinary or security purposes on a school bus or school vehicle.

Responsibility for the oversight of the camera system and tapes lies with the Administration. Discriminate use of taped behavior lies with the Administration. The Video tapes will be maintained in the transportation office for a period of ten (10) school days following the date of



taping except in those instances where disciplinary action is pending/disposition is reached.

The Superintendent and his/her designee shall oversee the routine procedures necessary to provide for video-taping of each bus.

The responsibility for maintaining reasonable discipline on board our school buses begins with the individual driver. Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct s/he observes that cannot be corrected by less formal means, such as assigning of seats or verbal warnings. These Reports are forwarded to the responsible building principal for corrective disciplinary action. The video/audio recording may also be used in situations of alleged driver misconduct.

Video cameras with audio capability for disciplinary or security purposes will be installed on school buses or school vehicles as those terms are defined in 75 Pa.C.S. §102. Notification of the video/audio surveillance system on such vehicles shall be provided to parents and guardians, students and staff. A notice shall be placed, in a clearly visible spot, in each vehicle indicating that such a surveillance system maybe in operation. Intent of the District to utilize this equipment shall be made available through Student Handbooks, mass mailings and/or media coverage and the parents, guardians or students agree and consent that it is a condition of the privilege of the use of school transportation that there is no expectation of privacy with respect to any use of the video and audio recordings.

The schedule for the placement of cameras is limited to the Superintendent, Transportation Director or the Superintendent's designee.

Bus drivers and student riders will not be provided with any knowledge of the presence or absence of the use of the cameras. Notices will be posted and shall appear as though a camera is installed on board and taping at all times and on all days.

Review of videotapes will be limited to the Superintendent, the principal, the assistant principal, the School Board, the Director of Transportation, student and his/her parents/guardians. A student and his/her parents/guardians may view only that portion of the video tape which relates to the discipline of the student.

Adopted: May 10, 2006  
Revised: June 11, 2014

### **Student Discipline and Code of Student Conduct – Policy 218**

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

The Board has authority to establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct and deportment of all students in the school district during the time they are subject to the supervision and direction of school authorities.

The Board has adopted a Code of Student Conduct to govern student behavior. The Code of Student Conduct consists of this Policy and the following other policies:

Policy 218.1 Weapons  
Policy 218.2 Terroristic Threats/Acts  
Policy 218.3 Aggravated Assault  
Policy 218.4 Controlled Substances/Paraphernalia  
Policy 218.5 Prohibited Behavior  
Policy 218.6 Tobacco Use  
Policy 218.7 Student Behavior on School Vehicles  
Policy 218.8 Suspension and Expulsion

Each student must adhere to Board policies and the Code of Student Conduct governing school discipline. Students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin, or handicap/disability.

The Code of Student Conduct and other policies regarding student behavior and discipline apply when students are under the supervision of the school, while they are on school property, while present at school sponsored or regulated activities wherever occurring, and while traveling to or from school and school sponsored or regulated activities. In addition, the Code and other policies apply in each of the following circumstances:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. 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.
3. 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.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Any student disciplined by a district employee shall have the right to notice of the infraction.

When a violation of the Code of Student Conduct involves student expression, Policy 220 shall be followed.

Suspensions and expulsions shall be carried out in accordance with Policy 218.8.

#### Corporal Punishment

The Board prohibits the use of corporal punishment as a form of discipline for students in the district. "Corporal punishment" is the use of physical force such as hitting, spanking or paddling intended to cause pain or fear for the purpose of student discipline.

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

The Superintendent or designee may promulgate rules and regulations to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules for student behavior contained in the Code of Student Conduct and the sanctions that may be imposed for violations of those rules. A copy of the Code of Student Conduct shall be available in each school office and shall be printed in the student handbook.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

When conduct so warrants, the building principal shall, in accordance with the Code of Student Conduct and the memorandum of understanding, contact the police department who has jurisdiction over the school's property.

The memorandum of understanding shall provide procedures for local law enforcement response including, but not limited to, investigation of the incident, interrogation and custody of the student.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions 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.

### **Required Reports**

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.

The Superintendent shall annually, by July 31, report to the Office of Safe Schools on the required form all new incidents that occurred on school property and involved conduct including, but not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol or tobacco.

The Superintendent shall annually, no later than July 1, submit the prepared Office of Safe Schools report to the police department with jurisdiction over the school building for review and comparison with police incident data. Discrepancies shall be resolved in accordance with the procedures outlined in the memorandum of understanding.

Adopted: March 8, 2006  
Revised: August 10, 2011

### **Weapons – Policy 218.1**

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

A student commits an offense under this policy if the student is in possession of a weapon. For purposes of this policy, a “weapon” shall include any tool, instrument or implement capable, or having the appearance of being capable, of inflicting serious bodily injury and possessed or used under circumstances not manifestly appropriate for lawful uses which it may have. The term “weapon” shall include, but shall not be limited to, any knife, cutting instrument, cutting tool, club, blackjack, metal knuckles, explosive device; firearm, shotgun, rifle or similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable; and a look-alike or replica of a weapon.

Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity.

An alleged offense under this policy shall result in a mandatory formal hearing before the Board of School Directors (or, as authorized by the Board, a committee of the Board or hearing examiner). The Superintendent may exclude the student from school pending the hearing. Further disciplinary action will be determined by the Board.

The standard penalty for an offense under this policy shall include expulsion from school for a period of not less than one year. The penalty shall include permanent expulsion from school where one or more of the following aggravating circumstances exist:

1. Possession of a firearm.
2. Possession of a knife or cutting instrument, the blade of which is exposed in an automatic way by push-button, switch, spring mechanism or otherwise.
3. Possession of a bomb or similar explosive device, the use of which could cause serious bodily injury or property damage.
4. By use of a weapon, attempt to cause, or intentionally or recklessly causing bodily injury to another.
5. By use of a weapon, attempt to put another in fear of imminent bodily injury.
6. Significant history of rules violations.

The Superintendent may recommend lesser discipline on a case-by-case basis.

The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent or designee shall immediately report the discovery of any weapon prohibited by this policy to local law enforcement officials and inform the student’s parent/guardian.

The Superintendent shall annually, by July 31, report all incidents involving acts of violence or possession of a weapon to the Office of Safe Schools on the required form in accordance with

state law and regulation.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

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

Weapons under the control of law enforcement personnel are permitted.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

#### Transfer Students

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

Adopted: March 8, 2006

Revised: August 10, 2011

#### **Terroristic Threats/Acts – Policy 218.2**

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to 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.

Terroristic act - shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. A violation of this policy will subject the offender to expulsion from school.

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of

understanding with local law enforcement officials.

The Superintendent shall be responsible for developing administrative regulation to implement this policy.

The Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office of Safe Schools on the required form in accordance with state law and regulation.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The building principal or Superintendent shall inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent may recommend expulsion of the student to the Board.

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

Adopted: March 8, 2006  
Revised: August 10, 2011

### **Aggravated Assault – Policy 218.3**

The Board establishes that a student commits the offense of aggravated assault under this policy if the student:

1. Intentionally or recklessly strikes, hits, pushes or shoves, or otherwise physically contacts the person of a school employee in a hostile or offensive manner.
2. Attempts by physical menace or threat to put any school employee in fear of imminent bodily injury.
3. Attempts to cause or intentionally or recklessly causes bodily injury to another with a weapon, as defined in Board policy.
4. Intentionally or recklessly causes serious bodily injury to another.
5. Repeatedly uses force or violence, or the threat thereof, against others under circumstances which create a substantial risk of serious bodily injury.

For purposes of this policy, the term school employee means a person actually employed by the school district, as well as a coach, game official, security guard, police officer, parent/guardian volunteer or other similar person, while engaged in service for, or under arrangement with the school district.

The term serious bodily injury means bodily injury which creates a substantial risk of death, or which causes significant disfigurement to, or loss or impairment of, any bodily member or organ.

An alleged offense under this policy shall result in a mandatory formal hearing before the Board or a committee of the Board or hearing examiner. The Superintendent may exclude the student from school pending the hearing. Further disciplinary action will be determined by the Board.

The standard penalty for an offense under this policy may include permanent expulsion from school.

The Superintendent or designee shall report suspected violations of this policy to local police and shall implement school/police protocols.

Adopted: March 8, 2006

#### **Controlled Substances/Paraphernalia – Policy 218.4**

The Board recognizes that the abuse of controlled substances and alcohol is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances and alcohol.

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs and substances.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

The Board prohibits students from being in possession of, using, consuming, distributing, and

transacting in any controlled substance while subject to the Code of Student Conduct.

“Possession” includes drinking alcoholic beverages, smoking marijuana and consumption of other prohibited substances prior to attendance at a school regulated activity. Distribution (by sale or otherwise), and possession with intent to distribute, are considered aggravating circumstances.

Any alleged violation of the above rules and regulations shall result in a mandatory formal hearing before the Board of School Directors (or, as authorized by the Board, a committee of the Board or hearing examiner.) The Superintendent may exclude the student from school pending the hearing. Further disciplinary action will be determined by the Board.

A violation of this policy will subject the offender to expulsion from school. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.

The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

#### Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics at any time, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as



controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Adopted: March 8, 2006  
Revised: August 11, 2011

### **Student Misbehavior – Policy 218.5**

The Board recognizes that misbehavior by students has a negative impact on the education process, and has established fair and reasonable rules and regulations to define and prohibit student misbehavior not covered by other specific student discipline policies.

The following offenses may lead to suspension from school by the principal or expulsion from school by the Board of School Directors:

1. Offenses Involving Danger to Persons or Property  
Including (1) assault, (2) possession of weapons and dangerous instruments, (3) theft, (4) damaging or unauthorized use of school property, (5) trespassing, (6) making threats directed against the schools which involve potential danger to persons or property.
2. Offenses Involving Chemical Substances  
Including (1) possession of alcohol or marijuana, (2) possession, use or distribution of a drug or controlled substance under circumstances that constitute violation of the law, (3) other activities which constitute violations of the Controlled Substance, Drug, Device and Cosmetic Act, (4) smoking and possession or use of tobacco in any form.
3. Offenses Against Public Order and Decency  
Including (1) using contemptuous words, (2) behaving with disrespect in language or deportment, (3) disobeying a lawful command, regulation or school policy, (4) fighting, (5) making unreasonable noise, (6) using obscene language, (7) creating a hazardous condition, (8) gambling, (9) violating the Dress Code.
4. Offenses Against Orderly Operation of the Schools  
Including (1) cutting of classes, excessive unexcused absences or tardiness, (2) harassing or annoying a school employee, (3) making a false statement or representation, (4) causing disruption to the good order and discipline of the school.

Incidents which involve acts of violence directed at persons or property shall be reported to the

Superintendent. The Superintendent or designee shall report such matters to the local police and shall implement school/police protocols.

Adopted: March 8, 2006

### **Tobacco Use – Policy 218.6**

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For the purposes of this policy, tobacco and/or nicotine use shall be defined as use and/or possession of a lighted or unlighted cigarettes, lighted and unlighted cigars, e-cigarettes (electronic), vapor cigarettes, mechanical cigarettes, and pipes; other lighted smoking product; and smokeless tobacco in any form.

The Board prohibits tobacco possession and use by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco possession and use by students at all school-regulated activities that are held both on and off school property. A violation of this policy may result in suspension from school.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, and other efficient methods.

The Superintendent shall annually, by July 31, report all incidents of possession, use, or sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

The Superintendent or designee shall develop procedures to implement this policy.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

Adopted: March 8, 2006  
Revised: March 11, 2015

### **Student Behavior on School Vehicles – Policy 218.7**

Appropriate discipline is essential for the health and safety of all students who are transported on school district vehicles.

The building principals and vice principals have an important responsibility in the administration of the transportation operation. Student behavior while waiting for or riding on school vehicles (buses, vans, cabs, etc.) is within the authority of the building principal and his or her staff. A ridership program which sets forth positive student behavior must be developed cooperatively between the building administration and the transportation department. Students who violate school district policy and procedures will face disciplinary action administered by the building principal or designee in accordance with this policy. Such discipline may include temporary or permanent suspension of riding privileges, and in serious cases, suspension or expulsion from school. This policy shall apply to all students who ride school vehicles to and from school, on field trips, and on extracurricular trips.

#### **A. Disciplinary Steps**

The following procedures will be implemented in reporting transportation-related student behavior problems:

1. The driver or attendant will complete a disciplinary report form describing the observed student's behavior. If more than one student is involved, a separate form for each student must be completed. The driver or attendant shall refrain from writing profane language on the report forms. The first letter of the word with a dash is sufficient to indicate what the student said.
2. The driver or attendant shall submit the completed form to the building principal or vice principal upon completion of the run on which the infraction occurred. If the infraction occurred on the afternoon run, the form shall be submitted the next morning.
3. The principal or vice principal shall review the disciplinary form and investigate the incident to determine what action is appropriate for the student in accordance with school district policy. If necessary, the principal/vice principal will meet with the parents, students, driver, attendant and/or Transportation Manager. Video tapes, if available, may be used by the principal/vice principal in the investigation.
4. The building principal or vice principal will determine what disciplinary action, if any, will be taken. When disciplinary action is warranted, only the principal/vice principal shall administer discipline including suspension.
5. After disciplinary action is determined, a written notice shall be provided to the parents and to the driver and/or attendant.
6. Except in extreme cases, students who are transported to school will be returned home that day prior to the beginning of any suspension of riding privileges.

#### **B. Discipline Rules**

Students who violate school district discipline policies while walking to and from the transportation stop, while waiting at the stop, or while riding the vehicles are subject to the

following disciplinary action:

1. First Level Offenses: pushing, hitting, shouting, tripping, littering, profane language, obscene gestures, bullying of other students, disrespect toward the driver, attendant, or other student, eating, drinking, refusing to comply with the driver's or attendant's directions, refusing to provide identity to the driver or attendant, or other similar offenses deemed by the principal/vice principal shall be subject to the following penalties:
  - a. First Offense – A written warning will be issued to the student and the parent. The parent shall acknowledge receipt of the warning in writing.
  - b. Subsequent Offenses – Discipline shall be administered in accordance with the Discipline Penalties set forth in Section C.
2. Second Level Offenses: fighting, smoking or use of tobacco, damaging the bus, throwing objects inside the bus or out of the windows, or other similar offenses deemed by the principal/vice principal shall be subject to the Discipline Penalties set forth in Section C.
3. Third Level Offenses: engaging in conduct hazardous to the driver, attendant, and/or other student shall result in immediate suspension of riding privileges. Such conduct shall include but shall not be limited to throwing objects which could cause injury whether it occurs inside the bus or out of the windows or opening emergency exit doors. The case will be reviewed after thirty (30) calendar days.
4. Fourth Level Offenses: cases involving serious misconduct, additional discipline including suspension or expulsion from school may be imposed in accordance with the Code of Student Conduct.

C. Discipline Penalties

The building principal or vice principal shall administer discipline based on the student's age, grade level and the severity of the incident. Any discipline penalty or combination can be administered on a first or subsequent offense. Discipline penalties shall include but shall not be limited to the following:

1. Loss of recess periods (elementary level)
2. In-school suspension
3. Out-of-school suspension
4. After-school detention
5. Saturday detention
6. Safety Education Class (elementary and secondary levels)
7. Preparation of written safety reports
8. Suspension from bus riding privileges
9. Permanent suspension from bus riding privileges

Adopted: March 8, 2006

**Suspension and Expulsion – Policy 218.8**

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary or may permanently expel a student. The building principal may suspend pupils in accordance with the Code of Student Conduct and applicable laws and state regulations. The principal's authority may be delegated to an assistant principal.

#### Exclusion from School – Suspension

The principal or administrator in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days. The parents/guardians and Superintendent shall be notified immediately in writing when a student is suspended. Suspensions may not be made to run consecutively beyond the ten (10) school day period. No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened.

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

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

#### Purpose of Informal Hearing

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

#### Due Process Requirements for Informal Hearing

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

#### Exclusion from Class - In-School Suspension

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

Should the in-school suspension exceed ten (10) consecutive days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the

same as the procedure for informal hearings held in connection with out-of-school suspensions.

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

#### Repeat Offenders

Students who have received three (3) suspensions during a school term shall be referred to the Superintendent's office for consideration of further discipline.

After a fourth suspension resulting from behaviors which threaten school safety or security and/or create serious disturbances to school operations, the offending student shall be referred to the Superintendent's office for the scheduling of a formal hearing before the Board to consider expulsion from school. The Superintendent may recommend alternative discipline on a case-by-case basis.

#### Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct and disobedience warrants this sanction. No student shall be expelled without any opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board and upon action taken by the Board after the hearing.

#### Expulsion Hearings

No student shall be expelled unless the student is afforded a reasonable opportunity of a hearing after appropriate notice in accordance with this policy and applicable laws and regulations. The Board requires that each hearing shall be closed to the public unless the student and/or the parent/guardian requests a public hearing.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/ guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's

- invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
- c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

#### Adjudication

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

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

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when depriving a student the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board; but such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

#### Attendance/School Work During Suspension and Prior to Expulsion

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

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

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

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

#### Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

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

### Students with Disabilities

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

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

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with the Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Adopted: March 8, 2006

Revised: April 11, 2007

### **Care of School Property – Policy 224**

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/ Guardians shall be held accountable for the actions of their child.

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.

The Superintendent or designee shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment.

The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence.



Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.

Adopted: March 8, 2006

### **Acceptable Use of Internet, Computers and Network Resources – Policy 815**

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

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

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

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

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

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or

- pervverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

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

Obscene - any material or performance, if:

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

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

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

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

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

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

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

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

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

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

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

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

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

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

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

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.

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

### Safety

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

Internet safety measures shall effectively address the following:

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

### Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### Security

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

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Copyright

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

### District Web Site

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All

users publishing content on the district web site shall comply with this and other applicable district policies.

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

#### Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

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

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses. Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Adopted: May 10, 2006  
Revised: August 5, 2010

### **Electronic Devices – Policy 237**

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and

vehicles; and at school-sponsored activities.

The district shall not be liable for the loss, damage or misuse of any electronic device.

### Electronic Images And Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

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

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

### Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building administrator.

Adopted: March 8, 2006

Revised: November 11, 2009

## **Academic Dishonesty – Policy 252**

The Board supports student learning and academic achievement attained through honest and ethical effort of students and not by Plagiarism, cheating and other forms of Academic Dishonesty.

Academic Dishonesty consists of deceptive and dishonest behaviors such as Plagiarism, cheating on tests and quizzes, and assisting other students to cheat, for the purpose of producing unwarranted academic outcomes.

Plagiarism is one type of Academic Dishonesty. It is the use of another person's ideas, visual expressions and works without giving credit to that person.

Examples of Academic Dishonesty include but are not limited to:

1. Copying source material into your paper without quotation marks and without an in-text citation to author and page.
  2. Paraphrasing source material into your paper without an in-text citation to author and page.
  3. Summarizing source material without a clear reference to the original source.
  4. Copying another student's homework/assignment.
  5. Working with others on projects that are meant to be done individually.
  6. Looking at or copying another student's test or quiz answers.
  7. Allowing another student to look or copy answers from tests or quizzes.
  8. Using any other method to get/give test or quiz answers (e.g. cell phone text messaging).
  9. Taking and passing off as your own papers from other students, publications, or the Internet.
- Plagiarism and other forms of Academic Dishonesty are prohibited.

The Superintendent or designee will develop administrative procedures and practices to implement this policy.

Teachers and administrators on an annual basis will provide students with information regarding the rules against Academic Dishonesty and the application of those rules in the context of each teacher's course.

When Academic Dishonesty occurs, the incident will be handled consistently and fairly by the classroom teacher under the direction of the building principal. The teacher will make a written disciplinary referral to the building principal. The parent will be notified. Disciplinary procedures will be administered in accordance with the Code of Student Conduct.

No academic credit will be given for coursework affected by Academic Dishonesty. The assignment or test will be given a zero grade.

Adopted: March 12, 2008

## **Hazing – Policy 247**



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

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health 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, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged 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.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

The district prohibits retaliation against any person because s/he has made a report of alleged hazing or participated in any investigation of alleged hazing.

This policy applies during all school regulated or sponsored activities, including time spent in coming to and returning from school activities, both on and off school district property.

The district shall periodically inform students, parents/guardians, district staff, coaches, sponsors and volunteers of this policy through publication in handbooks and other publications, presentation in student assemblies and other educational settings.

District employees, coaches, sponsors, and volunteers will receive inservice training in the implementation of the hazing policy.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from hazing.

Each school employee is responsible to maintain an educational environment for all students which is free from hazing.

Employees who observe or receive information about student hazing should promptly report same to the building principal.

Teachers, coaches and sponsors who witness any student being subjected to hazing should intercede to prevent or terminate the hazing activity.

#### Confidentiality

A complaint about hazing will be kept in strict confidence, where practical, for the protection of all parties. However, the district's obligation to investigate and take appropriate preventive action may supersede an individual's right to privacy.

#### Complaint Procedure

All complaints regarding any alleged violation of this policy shall be submitted to the building principal. The building principal may designate an administrator or other person to conduct an investigation of the complaint, but shall maintain oversight responsibility for the administration of the complaint procedure.

The building principal or designee will conduct a prompt, impartial and comprehensive investigation of the complaint. A written report will be prepared summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Findings of the investigation will be submitted to the building principal and the Superintendent. The Superintendent shall inform the Board of the complaint and the results of the investigation.

The building principal, after appropriate consultation with the Superintendent and coach or sponsor, shall determine whether the complaint is founded or unfounded and will direct the implementation of appropriate actions responsive to the findings and conclusions of the report. The building principal will advise the complainant and/or parent/guardian and any accused persons of the outcome of the investigation, subject to applicable confidentiality restraints.

#### Discipline

A substantiated charge against a student will subject the student to appropriate disciplinary action in accordance with the Code of Student Conduct. The range of penalties includes loss of extracurricular or athletic privileges and suspension or expulsion from school, as circumstances warrant.

A substantiated charge against a district employee will subject the employee to appropriate

disciplinary action, including suspension or discharge from employment, as circumstances warrant.

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Adopted: March 8, 2006  
Revised: February 9, 2011

### **Bullying/Cyberbullying – Policy 249**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.  
The Board prohibits all forms of bullying by district students.

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The District prohibits retaliation against any person because he or she has made a report of alleged bullying, or who has testified, provided assistance or otherwise participated in the investigation of a complaint. Violations of this prohibition may subject the retaliating party to disciplinary action.

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

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

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

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

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

#### Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

#### Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct. Disciplinary action may include but is not limited to counseling within the school; parental conference; loss of school privileges; exclusion from school-sponsored activities; detention; suspension, and/or expulsion; counseling/therapy outside of school; and/or referral to law enforcement officials.

Adopted: September 10, 2008

Reviewed: September 12, 2012

#### **Searches – Policy 226**

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions,

without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the reasons for suspecting that it may be found in the person, place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

#### Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the person, place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the reasons for suspecting that it may be found in the person, place or thing being searched.

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of

law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

#### Random Or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

#### Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

#### Searches By Or At The Request Of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement

officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

#### Locker Inspections And Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the student, occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

#### Searches Involving Removal Of Clothing Or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than reasons that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

#### Handling And Disposal Of Items Found In The Course Of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or criminal investigations, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Adopted: March 8, 2006  
Revised: August 11, 2011

#### **Suicide Awareness, Prevention and Response – Policy 819**

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.



The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

## SUICIDE AWARENESS AND PREVENTION EDUCATION

### Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

### Protocols for Administration of Employee Education

All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, district mental health professionals and school nurses.

### Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

## METHODS OF PREVENTION

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

### Suicide Prevention Coordinators

### *District-Wide –*

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

### *Building Level –*

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

### Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Risk factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders:
  - Depression.
  - Substance abuse or dependence.
  - Previous suicide attempts.
  - Self-injury.
- Personal Characteristics:
  - Hopelessness/Low self-esteem.
  - Loneliness/Social alienation/isolation/lack of belonging.
  - Poor problem-solving or coping skills.
  - Impulsivity/Risk-taking/recklessness.
- Adverse/Stressful Life Circumstances:
  - Interpersonal difficulties or losses.
  - Disciplinary or legal problems.
  - Bullying (victim or perpetrator).
  - School or work issues
  - Physical, sexual or psychological abuse.
  - Exposure to peer suicide.
- Family Characteristics:
  - Family history of suicide or suicidal behavior.
  - Family mental health problems.

- Divorce/Death of parent/guardian.
- Parental-Child relationship.

Warning signs are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

#### Referral Procedures

Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention.

#### Documentation

The district shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk.

### METHODS OF INTERVENTION

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

#### Procedures for Students at Risk

A district-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists, social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.

Mental health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student's family if the student has been identified as being at increased risk of suicide.

### Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

### Documentation

The district shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

## METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.

### Re-Entry Procedures

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

A district-employed mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.

The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.

## REPORT PROCEDURES

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.

## SUICIDE AWARENESS AND PREVENTION RESOURCES

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.

Adopted: May 10, 2006  
Revised: August 12, 2015

## **Suicide Awareness, Prevention and Response – Policy 819 Attachment**

### **Suicide Prevention Resources for Schools**

\*\*\*Please note that the resources listed here are free of charge. There are many more excellent resources for minimal cost.

**General Information** (many with webinar sessions)

**PA Youth Suicide Prevention Initiative Mission**<http://www.payspi.org/>

**Mission** - The Pennsylvania Youth Suicide Prevention Initiative is a multi-system collaboration to reduce youth suicide.

**Vision** - Youth suicide prevention will be embraced and incorporated into the fabric of every community in Pennsylvania to address the social and emotional needs of youth at risk and survivors of suicide.

**Suicide Prevention Resource Center**<http://www.sprc.org/>

SPRC is the nation's only federally supported resource center devoted to advancing the *National Strategy for Suicide Prevention*. They provide technical assistance, training, and materials to increase the knowledge and expertise of suicide prevention practitioners and other professionals serving people at risk for suicide. They also promote collaboration among a variety of organizations that play a role in developing the field of suicide prevention.

**Toolkit for High Schools**<http://store.samhsa.gov/product/SMA12-4669>

Assists high schools and school districts in designing and implementing strategies to prevent suicide and promote behavioral health. Includes tools to implement a multi-faceted suicide prevention program that responds to the needs and cultures of students. Released in June 2012.

**American Foundation for Suicide Prevention**<http://www.afsp.org/>

The American Foundation for Suicide Prevention has been at the forefront of a wide range of suicide prevention initiatives – each designed to reduce loss of life from suicide. They are investing in groundbreaking research, new educational campaigns, innovative demonstration projects and critical policy work. And they are expanding their assistance to people, whose lives have been affected by suicide, reaching out to offer support and offering opportunities to become involved in prevention.

**American Association of Suicidology**<http://www.suicidology.org/home>

AAS is a membership organization for all those involved in suicide prevention and intervention, or touched by suicide. AAS is a leader in the advancement of scientific and programmatic efforts in suicide prevention through research, education and training, the development of standards and resources, and survivor support services.

**Services for Teens At Risk (STAR Center)**<http://www.starcenter.pitt.edu/>

Services for Teens At Risk (STAR-Center) is a comprehensive research, treatment, and training center. Funded by the State of Pennsylvania's General Assembly in 1986 to address adolescent

suicide and depression, the program provides individual assessment and treatment to teens that are experiencing depression and suicidality. They also provide community education services about depression and suicidality to schools, social service agencies, churches and other organizations that request them.

### **The Trevor Project**

<http://www.thetrevorproject.org/>

The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, and questioning youth.

## **Comprehensive School Guide**

### **Youth Suicide Prevention School-Based Guide**

<http://theguide.fmhi.usf.edu/>

The Youth Suicide Prevention School-Based Guide is designed to provide accurate, user-friendly information. The Guide is not a program but a tool that provides a framework for schools to assess their existing or proposed suicide prevention efforts (through a series of checklists) and provides resources and information that school administrators can use to enhance or add to their existing program. First, checklists can be completed to help evaluate the adequacy of the schools' suicide prevention programs. Second, information is offered in a series of issue briefs corresponding to a specific checklist. Each brief offers a rationale for the importance of the specific topic together with a brief overview of the key points. The briefs also offer specific strategies that have proven to work in reducing the incidence of suicide, with references that schools may then explore in greater detail. A resource section with helpful links is also included. The Guide provides information to school to assist them in the development of a framework to work in partnership with community resources and families.

## **School Policy**

### **Model School Policy on Suicide Prevention –**

[https://www.afsp.org/content/download/10555/186750/file/Model%20Policy\\_FINAL.pdf](https://www.afsp.org/content/download/10555/186750/file/Model%20Policy_FINAL.pdf)

Written by American Foundation for Suicide Prevention, National Association of School Psychologists, American School Counselor Association, and The Trevor Project. This modular, adaptable document will help educators and school administrators implement comprehensive suicide prevention policies in communities nationwide.

### **STAR Center Sample School Suicide Policy and Procedure -**

<http://www.starcenter.pitt.edu/Sample-School-Suicide-Policy-And-Procedure/41/Default.aspx>

## **Training for School Staff**

### **Society for Prevention of Teen Suicide**

<http://www.sptsusa.org/>

The mission of the Society for the Prevention of Teen Suicide is to reduce the number of youth suicides and attempted suicides by encouraging overall public awareness through the development and promotion of educational training programs for teens, parents and educators.

The free, interactive series Making Educators Partners in Suicide Prevention is designed to be completed at the viewer's own pace. Pennsylvania school staff requiring Act 48 hours may submit the certificate of completion to [c-paschool@pa.gov](mailto:c-paschool@pa.gov) or fax it to 717-783-4790, along with your Dept. of Education Professional ID number, to have these hours submitted.

### **More Than Sad Program**

<http://www.afsp.org/preventing-suicide/our-education-and-prevention-programs/programs-for-professionals/more-than-sad-suicide-prevention-education-for-teachers-and-other-school-personnel>

The More Than Sad Program of the American Foundation for Suicide prevention provides education about factors that put youth at risk for suicide, in particular depression and other mental disorders. Instructional materials accompany the More Than Sad Program, including a power point presentation.

**American Foundation for Suicide Prevention** (<http://www.afsp.org/>) – PA AFSP chapters will make the “More Than Sad” DVD available **free** to all high and middle schools in PA that request one. **Contact Pat Gainey to receive your copy.** Patricia Gainey, Regional Director, American Foundation for Suicide Prevention, Greater Philadelphia Regional Office, 3535 Market Street, Suite 4047, Philadelphia, PA 19104; Office: (215)746-7256

### **Suicide Prevention Resource Center – Best Practice Registry**

<http://www.sprc.org/bpr>

The purpose of the Best Practices Registry (BPR) is to identify, review, and disseminate information about best practices that address specific objective of *the National Strategy for Suicide Prevention*. The BPR is a collaborative project of the Suicide Prevention Resource Center (SPRC) and the American Foundation for Suicide Prevention (AFSP). It is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). Many of the best practice resources listed have to be purchased.

## **Material for Students**

### **More Than Sad Program**

<http://www.afsp.org/preventing-suicide/our-education-and-prevention-programs/programs-for-teens-and-young-adults/more-than-sad-teen-depression>



The More Than Sad Program of the American Foundation for Suicide prevention provides education about factors that put youth at risk for suicide, in particular depression and other mental disorders.

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### **Wisconsin Department of Public Instruction**

The curriculum is not SPRC listed, but does use elements of SOS and Lifelines.

[http://sspw.dpi.wi.gov/sspw\\_suicideprev](http://sspw.dpi.wi.gov/sspw_suicideprev) main page

Link to Student programs: [http://sspw.dpi.wi.gov/sspw\\_spstudentprograms](http://sspw.dpi.wi.gov/sspw_spstudentprograms)

Link to Curriculum: [http://sspw.dpi.wi.gov/sspw\\_suicideprevcurriculum](http://sspw.dpi.wi.gov/sspw_suicideprevcurriculum)

### **Postvention Assistance**

**Services for Teens At Risk (STAR Center)** <http://www.starcenter.pitt.edu/>

Services for Teens At Risk (STAR-Center) is a comprehensive research, treatment, and training center. Funded by the State of Pennsylvania’s General Assembly in 1986 to address adolescent suicide and depression, the program provides individual assessment and treatment to teens that are experiencing depression and suicidality. They also provide community education services about depression and suicidality to schools, social service agencies, churches and other organizations that request them. Any PA school can contact the STAR-Center for assistance in the aftermath of a suicide or other tragic loss. STAR-Center can also provide in-service training and resource materials on a variety of mental health related topics.

### **Suicide Prevention Resource Center Postvention Toolkit**

<http://www.sprc.org/sites/sprc.org/files/library/AfteraSuicideToolkitforSchools.pdf>

This toolkit is designed to assist schools in the aftermath of a suicide (or other death) in the school community. It is meant to serve as a practical resource for schools facing real-time crises to help them determine what to do, when, and how. The toolkit reflects consensus recommendations developed in consultation with a diverse group of national experts, including school-based personnel, clinicians, researchers, and crisis response professionals. It incorporates relevant existing material and research findings as well as references, templates, and links to additional information and assistance.

Compiled by the: PA Youth Suicide Prevention Initiative: [www.payspi.org](http://www.payspi.org)

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