



## **Policy and Human Resources Committee**

Thursday, April 11, 2019  
6:30PM – District Office Conference Room

*Per BOG 006.2, all public meetings of the Board of Directors,  
including committees, are audio recorded.*

### **Call to Order**

### **Approve Minutes from the March 14, 2019 meeting**









### **Old Business**

- ✚ Second Reading of Board Operating Guidelines
  - ✚ 005.2 – Functions of Standing Committees
- ✚ Second Readings of Policies:
  - ✚ 247 – Hazing
  - ✚ 904 – Public Attendance at School Events

### **New Business**

- ✚ Policy Committee Mission Statement review
- ✚ First Readings of Policies:
  - ✚ 123 – Interscholastic Athletics
    - ✚ 123.1 – Concussion Management
    - ✚ 123.2 – Sudden Cardiac Arrest
  - ✚ 203.1 – HIV Infection
  - ✚ 211 – Student Accident Insurance
  - ✚ 249 – Bullying/Cyberbullying
- ✚ Retirement of Policies:
  - ✚ 248 – Harassment (replaced by new language in Policy 103 - Nondiscrimination in School and Classroom Practices)
- ✚ Non-substantive changes to be presented to the Board by Policy Subcommittee
  - ✚ 200 – Enrollment in District
  - ✚ 201 – Admission of Students
    - ✚ 201.1 – Registration/Proof of Residency Requirements
  - ✚ 202 – Eligibility of Nonresident Students
  - ✚ 203 – Immunizations and Communicable Diseases
  - ✚ 204 – Attendance

- ✚ 204.1 – Family Educational Trips
- ✚ 205 – Postgraduate Students
- ✚ 206 – Assignment within District
- ✚ 206.1 – Classroom Placement of Twins/Higher Order Multiples
- ✚ 207 – Confidential Communications of Students
- ✚ 208 – Withdrawal From School
- ✚ 209 – Health Examinations
- ✚ 210 – Medications
- ✚ 210.1 – Medication/Treatment Guidelines
- ✚ 210.2 – Possession/Use of Asthma Inhalers/Epinephrine Auto Injectors
- ✚ 212 – Reporting Student Progress
- ✚ 213 – Assessment of Student Progress
- ✚ 214 – Class Rank
- ✚ 215 – Promotion and Retention
- ✚ 216 – Student Records
- ✚ 216.1 – Supplemental Discipline Records
- ✚ 217 – Graduation Requirements
- ✚ 217.2 – Awarding of Credit
- ✚ 217.3 – Awarding of Credit Through Private Tutoring
- ✚ 217.4 – Awarding of Credit - Other Educational Experience
- ✚ 218 – Student Discipline
- ✚ 218.1 – Weapons
- ✚ 218.2 – Terroristic Threats
- ✚ 219 – Student Complaint Process
- ✚ 220 – Expression/Distribution and Posting of Materials
- ✚ 221 – Dress and Grooming
- ✚ 223 – Use of Bicycles and Motor Vehicles
- ✚ 224 – Care of School Property
- ✚ 225 – One-to-One Program and Technology Device Agreement
- ✚ 226 – Searches
- ✚ 227 – Controlled Substances
- ✚ 227.1 – Reasonable Suspicion and Drug Testing of Individual Students
- ✚ 227.2 – Controlled Substances/Paraphernalia
- ✚ 228 – Student Government
- ✚ 229 – Student Fund Raising
- ✚ 230 – Public Performances by Students
- ✚ 231 – Social Events and Class Trips
- ✚ 232 – Participation in School Affairs
- ✚ 233 – Suspension and Expulsion
- ✚ 234 – Pregnant/Married Students
- ✚ 235 – Student Rights/Surveys
- ✚ 236 – Student Assistance Program
- ✚ 237 – Use of Electronic Devices
- ✚ 239 – Foreign Exchange Students
- ✚ 240 – Awards
- ✚ 246 – School Wellness

-  247 – Hazing
-  248 – Harassment
-  250 – Student Recruitment
-  251 – Homeless Students
-  252 – Allergies
-  253 – Suicide and Self-Harming Behavior Prevention
-  254 – Relatives as Staff Members
-  255 – Gender Expansive and Transgender Students

## **Public Comment**

## **Adjournment**



**Policy Committee Meeting Minutes – March 14, 2019**

**Board Chair-** Mr. Doug McDonough

**Administrative Liaison** – Mrs. Megan Candido

**Attendance** – Please see accompanying committee attendance sheet.

Board Members absent: Dr. Andrew Ordovery

Committee Members absent: Ms. Emma Fitzsimmons, Mr. Rich Hepp, Ms.

Emma Ives, Mr. Sean Christopher Kielty

Mr. McDonough called the meeting to order at 6:30PM.

The meeting minutes from February 19, 2019 were approved.

**Old Business**

✚ Third Readings of Policies:

✚ 121 – Field Trips

✚ The committee confirmed that the nurse would be aware if a student is carrying a rescue inhaler and/or an epinephrine pen prior to use.

✚ Second Readings of Policies:

✚ 138 – Language Instruction Educational Program for English Learners

✚ 222 – Tobacco Use

✚ 323 – Tobacco

✚ 903 – Public Participation in Board Meetings

✚ The committee discussed possible unfairness of extension of time when left to the discretion of the president.

✚ 906 – Public Complaints

✚ The committee determined that “incivility” and “uncivil” are not interchangeable, so language will be changed for uniformity.

**New Business**

✚ First Readings of Board Operating Guidelines:

✚ 005.2 – Functions of Standing Committees

✚ The committee discussed whether non-board members of committees have the authority to move motions forward for Board approval or block motions from moving forward for Board approval.

✚ The committee discussed whether there can be three or four members of the Board on a committee.

✚ First Readings of Policies:

✚ 247 – Hazing

✚ 249 – Bullying/Cyberbullying

✚ 904 – Public Attendance at School Events

✚ Non-substantive changes to be presented to the Board by Policy Subcommittee

✚ 100 – Comprehensive Planning

✚ 101 – Mission Statement/Vision Statement/Shared Values

✚ 102 – Academic Standards



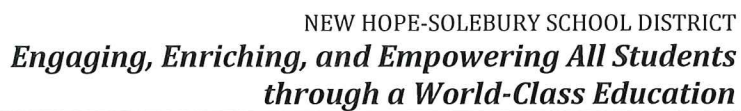
- ✚ 105 – Curriculum
- ✚ 105.1 – Curriculum Review by Parents and Students
- ✚ 105.2 – Exemption From Instruction
- ✚ 105.3 – Course Override Policy
- ✚ 105.4 – Course Placement and Parent/Guardian Overrides
- ✚ 106 – Guides for Planned Instruction
- ✚ 107 – Adoption of Planned Instruction
- ✚ 108 – Adoption of Textbooks and Related Curriculum Materials
- ✚ 109 – Resource Materials
- ✚ 110 – Instructional Supplies
- ✚ 111 – Lesson Plans
- ✚ 112 – Guidance Counseling
- ✚ 113 – Special Education
- ✚ 113.1 – Discipline of Students with Disabilities
- ✚ 113.2 – Screening and Evaluations for Students with Disabilities
- ✚ 113.3 – Behavior Support
- ✚ 114 – Programs for Gifted Students
- ✚ 116 – Tutoring
- ✚ 117 – Homebound Instruction
- ✚ 118 – Independent Study
- ✚ 119 – Current Events
- ✚ 120 – Foreign Languages
- ✚ 122 – Extracurricular Activities
- ✚ 124 – Courses Outside of the District Instructional Program
- ✚ 126 – Class Size
- ✚ 127 – Assessments
- ✚ 130 – Homework
- ✚ 137 – Home Education Programs
- ✚ 137.1 - Extracurricular Participation by Home Education Students
- ✚ 140 – Charter Schools
- ✚ 140.1 - Extracurricular Participation by Charter/Cyber Charter Students
- ✚ 142 – Migrant Students
- ✚ 143 – Standards for Persistently Dangerous Schools
- ✚ 144 – Standards for Victims of Violent Crimes
- ✚ 146 – Student Services
- ✚ 160 – Religious Acknowledgement

#### **Public Comment**

- ✚ Mr. McDonough brought concern that attachments in policies only being available embedded within the policy, and proposed the idea of creating an index.
- ✚ A question was raised of whether the indexed attachments would require committee review and approval and the committee decided that changes to attachments do not require committee review or approval.

Mr. McDonough adjourned the meeting at 7:00PM.

Respectfully submitted,  
Megan Candido  
*Director of Human Resources*

[illegible]

006



Book	Policy Manual
Section	000 Local Board Procedures
Title	Functions of Standing Committees
Code	005.2
Status	Policy Committee Review

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Authority**

**A. New Hope-Solebury School District has six (6) standing committees: Curriculum Advisory, Facilities Advisory, Finance Advisory, Policy Advisory, Human Resources Advisory and Special Education Advisory.**

**B. The functions of these committees are:**

### **1. Curriculum Advisory Committee**

**a. The Curriculum Advisory Committee will support the School Board in establishing educational goals for the children of the New Hope-Solebury District and governing a program of education, or curriculum, designed to meet those goals.**

**b. The Committee works in collaboration with all NHSD stakeholders to build consensus around curriculum goals and activities.**

**c. The committee will recommend decisions and actions to the School Board that are based on current research, best practices, and innovative new ideas to further the District curriculum program within the context of federal, state, and District guidelines.**

### **2. Facilities Advisory Committee**

**a. The mission of the Facilities Advisory Committee is to oversee the School District's physical assets; its land, building, equipment, and technology infrastructure.**

**b. The Facilities Advisory Committee will develop strategies:**

**i. to maintain the adequacy and condition of capital assets,**

**ii. to develop and periodically review policies,**

**iii. to advocate for new structures and rehabilitate or remove older structures, and**

**iv. to ascertain that adequate levels of funding exist for campus maintenance and operations, and technology infrastructure.**

**c. The Facilities Advisory Committee understands that welcoming, well-maintained and safe schools are vital to helping ensure that all students have a positive learning environment in which they can succeed and thrive.**

**d. In addition to studying the District's facilities, the members of the Facilities Advisory Committee will also monitor individual building maintenance concerns articulated by the Superintendent as well as the Principal and the head custodian of each school Director of Operations.**

**e. The Facilities Advisory Committee may request information about facility concerns in each building, may tour and inspect each building on a periodic basis and will monitor the completion of any projects targeted to address any concerns.**

**f. The recommendations of the Facilities Advisory Committee assist the Board of School Directors of New Hope-Solebury School District in developing an updated Comprehensive Plan which guides facility initiatives throughout the District based upon a study of current and future needs.**

**g. These recommendations are formed by a review of the following information:**

**i. school District enrollment history and projections,**

**ii. present and future educational program needs,**

**iii. city/county population data and growth projections,**

**iv. community development information,**

**v. existing school capacity information,**

**vi. review of school District property available for development,**

**vii. existing school facility needs assessment data,**

**viii. capital funding options and information,**

**ix. input from students, parents, citizens and staff, and**

**x. available survey/polling information.**

**h. The Facilities Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable improvement related to facilities.**

**i. The Facilities Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.**

**j. The Facilities Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of the New Hope-Solebury School District to endure compliance with federal, state,**

**and local laws while adhering to the principles outlined in this Mission Statement.**

**k. These recommendations will be based on current research, best practices, and innovative new ideas.**

**l. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Facilities Advisory Committee members, after thorough discussion and deliberation.**

**m. The group consensus or voting of the Facilities Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.**

### **3. Finance Advisory Committee**

**a. Mission: It shall be the mission of the Finance Advisory Committee to assist the Board of School Directors of New Hope-Solebury School District with planning and making decisions on all matters relating to finance by reviewing financial accounts of the District and making recommendations thereon.**

**b. Principles: The Finance Advisory Committee shall review and make recommendation to the Board of School Directors of New Hope-Solebury School District on all areas of financial policy, including but not limited to:**

**i. annual budgeting process and forecasting,**

**ii. financial activities for capital projects and operating activities,**

**iii. cash management,**

**iv. negotiation of large vendor contracts,**

**v. the financial impacts of all contracts,**

**vi. the reports of the School District Secretary and the School District Treasurer concerning the financial status of the School District.**

**vii. the transfer of any School District funds, and**

**viii. recommend the proposed annual budget prepared by the School Administration prior to its presentation to the Board.**

**c. The Finance Advisory Committee shall provide financial review, analysis, and opinion, and shall propose frameworks or roadmaps for completing any and all financial or budget related projects.**

**d. Role: The Finance Advisory Committee shall recommend to the Board of School Directors of New Hope-Solebury School District any actions to be taken in the best interest of the financial stability and growth of the District.**

**e. The Finance Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable financial improvement.**

**f. The Finance Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.**

**g. The Finance Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement.**

**h. These recommendations will be based on current research best practices, and innovative new ideas.**

**i. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Finance Committee members, after thorough discussion and deliberation.**

**j. The group consensus or voting of the Finance Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.**

#### **4. Policy Advisory Committee**

**a. It is the mission of the Policy Advisory Committee to serve as the Board of School Directors of New Hope-Solebury School District's vehicle for policy review, change, monitoring current policies and periodically updating the New Hope-Solebury School Board Policy Manual.**

**b. The mission of the Policy Advisory Committee is to review all School District-wide policies that require the Board of School Directors of New Hope-Solebury School District's approval.**

**c. The Policy Advisory Committee reviews policy drafts to ensure that they are concise, consistent in format and scope, and accessible.**

**d. The critical issues with which school Districts often struggle are matters shaped by public policy, legislation, litigation, and formal resolutions of commissions, organizations, and other bodies.**

**e. The Policy Advisory Committee not only gathers and shares information concerning those issues, but also brings concerns and calls for action to the attention of the Board.**

**f. Major Policy Advisory Committee functions include:**

**i. review and update existing policy for the Board,**

**ii. respond to the need for policy review and writing of any new policy that might arise from administrative recommendations, citizen's requests, statutory requirements, or specific board member concerns,**

**iii. assess existing policies for coverage, including consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies and procedures,**

**iv. develop a process and governance framework through which District policies are formulated, vetted, approved, reviewed, maintained, communicated, and enforced,**

v. review and present recommendations to the Board for any policy about which there is a question of interpretation, and

vi. review Board Operating Guidelines and Administrative Regulations which accompany policies to ascertain conformance with Board policy.

g. The Policy Advisory Committee informs the Board of School Directors of New Hope-Solebury School District about key public policy issues.

h. The Policy Advisory Committee searches for news and events that rise to the level of an issue that is important enough to the Policy Committee.

i. When an issue becomes critical to the administration of the School District, Policy Advisory Committee members discuss and decide what action might be taken.

j. The Policy Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to policy.

k. The Policy Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.

l. The Policy Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement.

m. These recommendations will be based on current research, best practices, and innovative new ideas.

n. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Policy Advisory Committee members, after thorough discussion and deliberation.

o. The group consensus or voting of the Policy Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

## **6. Human Resources Advisory Committee**

a. It is the mission of the Human Resources Advisory Committee to serve the Board of School Directors of New Hope-Solebury School District by focusing efforts on the District's most valuable asset: its employees and to help the District achieve excellence by examining human resources issues and recommending improvements.

b. The Human Resources Advisory Committee achieves its mission through recruitment, hiring, and retention of a diverse, qualified workforce.

c. The Human Resources Advisory Committee provides human resource direction, technical assistance, training, equal employment opportunity, and labor relations services to the Board.

**d. The Human Resources Advisory Committee oversees the development and implementation of compensation and benefit policies, plans, and programs.**

**e. The Human Resources Advisory Committee develops and retains a high performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, their families, departments, and the public in order to maximize individual and organizational potential.**

**f. The goals of the Human Resources Advisory Committee are:**

- i. valuing, encouraging, and supporting a diverse workforce,**
- ii. continually improving individual and organizational effectiveness,**
- iii. anticipating and meeting the changing needs of the workforce/family,**
- iv. championing career and professional growth,**
- v. creating and enhancing strategic partnerships, and**
- vi. enhancing services through technology.**

**g. The Human Resources Advisory Committee strives to attract, develop, motivate and retain a diverse workforce within a supportive work environment. The HR Committee's core services and competencies include:**

- i. recruitment and staffing,**
- ii. employee relations,**
- iii. organizational and employee development,**
- iv. risk management,**
- v. compensation and benefits,**
- vi. payroll,**
- vii. HR information management, and**
- viii. Regulatory compliance.**

**h. The Human Resources Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to human resources.**

**i. The Human Resources Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.**

**j. The Human Resources Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement.**



**k. These recommendations will be based on current research, best practices, and innovative new ideas.**

**l. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Human Resources Advisory Committee members, after thorough discussion and deliberation.**

**m. The group consensus or voting of the Policy and Human Resources Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.**

**6. Special Education Advisory Committee**

**a. The Special Education Advisory Committee works collaboratively with the Director of Pupil Services regarding special education topics and direction for the District.**

**b. The Special Education Advisory Committee recommends action to the Board of School Directors regarding special education topics, including programming and service delivery.**

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247
Status	Policy Committee Review
Adopted	September 14, 1999
Last Revised	September 19, 2016

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing.

**B.** Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

## II. Definitions

A. ~~For purposes of this policy "hazing" is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:~~ **Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[1]**

### **1. Violate federal or state criminal law.**

~~4.~~ **2. Forced consumption of Consume any food, liquor, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.**

~~1.~~ **3. Any Endure brutality of a physical nature, such as including whipping, beating, branding, calisthenics or exposure to the elements.**

~~2. Unreasonable forced calisthenics;~~

~~3. Exposure to the elements;~~

5. ~~4.~~ Any other forced physical activity which could **Endure brutality of a mental nature, including activity** adversely affect ~~affecting~~ the physical health and safety of the individual, and shall include any activity which would subject **mental health or dignity of** the individual, to extreme mental stress, such as sleep deprivation, forced exclusion from social contact ~~or forced conduct which is intended to or that~~ could result in humiliation extreme embarrassment. ~~or any other forced activity which could adversely affect the mental health or dignity of the individual; or~~

**5. Endure brutality of a sexual nature.**

6. Any willful destruction or removal of public or private property for use in hazing activities.

**6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.**

B. For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

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

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

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

**D. Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.**[\[3\]](#)[\[4\]](#)

**E. Any activity, as described above, shall be deemed a violation of this policy regardless of whether:**[\[5\]](#)

**1. The consent of the student was sought or obtained, or**

**2. The conduct was sanctioned or approved by the school or organization.**

C. ~~F.~~ For purposes of this policy, "student activity" or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district. **Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the District, whose members are primarily students or alumni of the organization.**[\[6\]](#)[\[7\]](#)

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

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

### III. Authority

A. The District **Board** prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

**[4][5][7][9][10]**

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

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

#### **IV. Delegation of Responsibility**

A. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or any organization found to be in violation of this policy.

B. Students, parents/guardians, administrators, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the building principal **or the building principal's designee.**

#### **V. Discrimination/Discriminatory Harassment**

**A. Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer.**

**B. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11]**  
**[12]**

#### **~~V.~~ VI. Guidelines**

~~A. The District shall annually inform students, parents/guardians, coaches, sponsors, volunteers and District staff that hazing of district students is prohibited, by means of:~~ **In addition to posting this policy on the District's publicly accessible website, the District shall inform students, parents/guardians, sponsors, volunteers and District employees of the District's policy prohibiting hazing, including District rules, penalties for violations of the policy, and the program established by the District for enforcement of the policy by means of [4]**

1. Distribution of written hazing policy.
2. Publication of the hazing policy in handbooks.
3. Verbal instructions by the coach or sponsor at the start of each season or program.
4. Posting of notice/signs.

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

C. If a student activity or organization authorizes hazing in disregard of this policy or other applicable District rules, penalties may include ~~recision~~ **rescission** of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.

#### D. Complaint Procedure

1. When anyone believes that hazing has occurred, s/he ~~that individual~~ shall promptly report the incident, orally or in writing, to the principal **or the principal's designee.**

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

~~2. 3.~~ The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. **The Board directs that verbal and written complaints of hazing shall be provided to the building principal or the building principals' designee, who shall promptly notify the Superintendent or the Superintendent's designee of the allegations and determine who shall conduct the investigation.**

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

~~3.~~ The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant. Confidentiality shall be maintained for the complainant.

#### **5. Interim Measures/Police**

**a. Upon receipt of a complaint of hazing, the building principal or the building principal's designee, in consultation with the Superintendent or the Superintendent's designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report.**

**b. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.**

**c. Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with District practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding.**

**d. The decision to report a matter to the police should not involve an analysis by District personnel of whether safe harbor provisions might**

apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[13\]](#)

## **6. Referral To Law Enforcement and Safe Schools Reporting Requirements**

**a. For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.**[\[14\]](#)[\[15\]](#)[\[16\]](#)

**b. The Superintendent or the Superintendent's designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**[\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

**c. The Superintendent or the Superintendent's designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or the Superintendent's designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident.**

**d. The Superintendent or the Superintendent's designee shall document attempts made to reach the parent/guardian.**[\[14\]](#)[\[20\]](#)[\[21\]](#)

**7. In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.**[\[15\]](#)[\[20\]](#)

**8. Confidentiality: Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the District's legal and investigative obligations.**

**9. Retaliation: Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.**

## **10. Consequences for Violations**

**a. Safe Harbor: An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.**[\[13\]](#)

## **11. Students**

~~4. a. If the investigation results in a finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct~~ **If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances**

warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

5. ~~b.~~ Additionally, any student who engages in hazing activities may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity. In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[22\]](#)

c. When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[23\]](#)

d. When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon.

e. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.[\[4\]](#)

## 12. Nonstudent Violators/Organizational Hazing

6. ~~a.~~ If the investigation results in a **substantiated** finding that a coach, ~~or~~ sponsor, **or volunteer** affiliated with the **student** activity **or organization** planned, directed, encouraged, assisted, **engaged in**, ~~or~~ condoned **or ignored** any form of hazing **violation of this policy**, ~~s/he~~ **the individual** will be disciplined appropriately. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from District employment.[\[24\]](#)

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

7. **13. Criminal Prosecution:** Any person **or organization that** causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

### Revision History:

September 19, 2016

## Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 18 Pa. C.S.A. 2810
14. 22 PA Code 10.2
15. 24 P.S. 1303-A
16. 35 P.S. 780-102
17. 22 PA Code 10.21
18. 22 PA Code 10.22
19. 24 P.S. 1302.1-A
20. Pol. 805.1
21. 22 PA Code 10.25
22. Pol. 218
23. Pol. 233
24. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916

Last Modified by Policy Staff on April 9, 2019





Book	Policy Manual
Section	900 Community
Title	Public Attendance at School Events
Code	904
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	June 27, 2011

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board welcomes the public at activities and events sponsored by the school ~~district~~ **District**, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.

## II. Definitions

**A. For purposes of this policy, "tobacco" includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[1]**

**B. For purposes of this policy, "nicotine" shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.**

**C. For purposes of this policy, a "nicotine delivery product" shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.**

## H. **III. Authority**

A. The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption.

**B.** The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.**[2][3]**

## **IV. Delegation of Responsibility**

A. A schedule of fees for attendance at school events shall be prepared by the Superintendent or **the Superintendent's** designee and adopted by the Board.

~~2. B.~~ The district shall annually notify staff, parents/guardians and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods **The Superintendent shall ensure that this policy is posted on the District's publicly accessible website.**[\[4\]](#)

### ~~III.~~ **V. Guidelines**

#### ~~B.~~ **A. Tobacco Use/Nicotine**

1. The Board prohibits **use of tobacco use, nicotine and nicotine delivery products** by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district **District.**[\[1\]](#)[\[5\]](#)

**2. This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adult members of the public in attendance at school events.**

#### **3. Reporting**

**a. The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by any person on school property to the Office for Safe Schools on the required form.**[\[6\]](#)[\[7\]](#)

**b. The Superintendent or the Superintendent's designee may report incidents involving the sale of tobacco to minors by any person on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO), or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

#### ~~C.~~ **B. Free Admittance**

1. Senior citizens who are ~~district~~ **District** residents and are sixty-two (62) years of age or older shall be admitted to all school-sponsored events, with the exception of those clearly identified as fundraisers.

2. The Board will honor athletic passes from all districts that are members of conferences in which teams of this ~~district~~ **District** compete and honor the passes of this district.

#### ~~D.~~ **C. Service Animals**

1. Individuals with disabilities may be accompanied by their service animals while on ~~district~~ **District** property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.[\[12\]](#)[\[13\]](#)[\[14\]](#)

**Revision History:**  
**June 27, 2011**

Legal

1. 35 P.S. 1223.5
2. 24 P.S. 511
3. 24 P.S. 775
4. 24 P.S. 510.2
5. 20 U.S.C. 7183
6. 24 P.S. 1303-A
7. Pol. 805.1
8. 18 Pa. C.S.A. 6305
9. 22 PA Code 10.2
10. 22 PA Code 10.22
11. 24 P.S. 1302.1-A
12. 28 CFR 35.136
13. 43 P.S. 953
14. Pol. 718
- 20 U.S.C. 7181 et seq
- 28 CFR Part 35

Last Modified by Policy Staff on March 12, 2019

Current version:

## **Policy and Human Resources Committee**

### **Mission:**

**Policy Committee:** It is the mission of the Policy Committee to serve as the Board of School Directors of New Hope-Solebury School District's vehicle for policy review, change, monitoring current policies and periodically updating the New Hope-Solebury School Board Policy Manual. The mission of the Policy Committee is to review all School District-wide policies that require the Board of School Directors of New Hope-Solebury School District's approval.

**Human Resources Committee:** It is the mission of the Human Resources ("HR") Committee to serve the Board of School Directors of New Hope-Solebury School District by focusing efforts on the District's most valuable asset: its employees and to help the District achieve excellence by examining human resources issues and recommending improvements.

### **Principles:**

**Policy Committee:** The Policy Committee reviews policy drafts to ensure that they are concise, consistent in format and scope, and accessible. The critical issues with which school districts often struggle are matters shaped by public policy, legislation, litigation, and formal resolutions of commissions, organizations, and other bodies. The Policy Committee not only gathers and shares information concerning those issues, but also brings concerns and calls for action to the attention of the Board. Major Policy Committee functions include:

- a. review and update existing policy for the Board,
- b. respond to the need for policy review and writing of any new policy that might arise from administrative recommendations, citizen's requests, statutory requirements, or specific board member concerns,
- c. assess existing policies for coverage, including consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies and procedures,
- d. develop a process and governance framework through which District policies are formulated, vetted, approved, reviewed, maintained, communicated, and enforced,
- e. review and present recommendations to the Board for any policy about which there is a question of interpretation, and
- f. review Board Operating Guidelines and Administrative Regulations which accompany policies to ascertain conformance with Board policy.

The Policy Committee informs the Board of School Directors of New Hope-Solebury School District about key public policy issues. The Policy Committee searches for news and events that rise to the level of an issue that is important enough to the Policy Committee. When an issue becomes critical to the administration of the School District, Policy Committee members discuss and decide what action might be taken.

**Human Resources Committee:** The HR Committee achieves its mission through recruitment, hiring, and retention of a diverse, qualified workforce. The HR Committee provides human resource direction, technical assistance, training, equal employment opportunity, and labor relations services to the Board. The HR Committee oversees the development and implementation of compensation and benefit policies, plans, and programs. The HR Committee, through partnership and collaboration with various stakeholders in the District, develops and retains a high

performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, their families, departments, and the public in order to maximize individual and organizational potential.

The goals of the HR Committee are:

- a. valuing, encouraging, and supporting a diverse workforce,
- b. continually improving individual and organizational effectiveness,
- c. anticipating and meeting the changing needs of the workforce/family,
- d. championing career and professional growth,
- e. creating and enhancing strategic partnerships, and
- f. enhancing services through technology.

The HR Committee strives to attract, develop, motivate and retain a diverse workforce within a supportive work environment. The HR Committee's core services and competencies include:

- a. recruitment and staffing,
- b. employee relations,
- c. organizational and employee development,
- d. risk management,
- e. compensation and benefits,
- f. payroll,
- g. HR information management, and
- h. Regulatory compliance.

Role: The Policy and Human Resources Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to policy and human resources. The Policy and Human Resources Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities. The Policy and Human Resources Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement. These recommendations will be based on current research, best practices, and innovative new ideas. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Policy and Human Resources Committee members, after thorough discussion and deliberation. The group consensus or voting of the Policy and Human Resources Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

#### 4. Policy Advisory Committee

a. It is the mission of the Policy Advisory Committee to serve as the Board of School Directors of New Hope-Solebury School District's vehicle for policy review, change, monitoring current policies and periodically updating the New Hope-Solebury School Board Policy Manual.

b. The mission of the Policy Advisory Committee is to review all School District-wide policies that require the Board of School Directors of New Hope-Solebury School District's approval.

c. The Policy Advisory Committee reviews policy drafts to ensure that they are concise, consistent in format and scope, and accessible.

d. The critical issues with which school districts often struggle are matters shaped by public policy, legislation, litigation, and formal resolutions of commissions, organizations, and other bodies.

e. The Policy Advisory Committee not only gathers and shares information concerning those issues, but also brings concerns and calls for action to the attention of the Board.

f. Major Policy Advisory Committee functions include:

i. review and update existing policy for the Board,

ii. respond to the need for policy review and writing of any new policy that might arise from administrative recommendations, citizen's requests, statutory requirements, or specific board member concerns,

iii. assess existing policies for coverage, including consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies and procedures.

iv. develop a process and governance framework through which District policies are formulated, vetted, approved, reviewed, maintained, communicated, and enforced,

v. review and present recommendations to the Board for any policy about which there is a question of interpretation, and

vi. review Board Operating Guidelines and Administrative Regulations which accompany policies to ascertain conformance with Board policy.

g. The Policy Advisory Committee informs the Board of School Directors of New Hope-Solebury School District about key public policy issues.

h. The Policy Advisory Committee searches for news and events that rise to the level of an issue that is important enough to the Policy Committee.

i. When an issue becomes critical to the administration of the School District, Policy Advisory Committee members discuss and decide what action might be taken.

j. The Policy Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to policy.

k. The Policy Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.

l. The Policy Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement.

m. These recommendations will be based on current research, best practices, and innovative new ideas.

n. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Policy Committee members, after thorough discussion and deliberation.

o. The group consensus or voting of the Policy and Human Resources Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.



Book	Policy Manual
Section	100 Programs
Title	Interscholastic Athletics
Code	123
Status	Policy Committee Review
Adopted	November 23, 1992
Last Revised	March 16, 2015

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

- A. The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all District students and as a conduit for community involvement.
- B. The interscholastic athletic program fosters the growth of school loyalty within the student body as a whole and stimulates community interest.
- C. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

## II. Definition

- A. For purposes of this policy, the program of "interscholastic athletics" shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this District or outside this District.

## III. Authority

- A. It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to all students without discrimination. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)
- B. The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this District, properly safeguard both players and spectators and are kept free from hazardous conditions. [\[6\]](#)
- C. The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic athletics program.



1. Such standards shall require that each student, before participating in any interscholastic athletic activity, ~~be covered by student accident insurance~~; be free of injury; and undergo a physical examination by a licensed physician.[\[6\]](#)

D. The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association (the "P.I.A.A.").

E. The Board directs that no student may participate in interscholastic athletics who has not:[\[6\]](#)

1. Met the requirements for academic eligibility.
2. Complied with the requirements of the Athletic Handbook.
3. Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline.
4. Attended school regularly.[\[7\]](#)
5. Been in attendance on the day of the athletic event or practice for the hours required.
6. Returned all school athletic equipment previously used.
7. Adhered to applicable discipline standards.[\[8\]](#)

#### IV. Off-Campus Activities

A. This policy shall also apply to student conduct that occurs off school District **property** and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[\[8\]](#)

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school District furnished transportation.
2. The student is a member of ~~an extracurricular activity~~ **the program of interscholastic athletics** 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, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or ~~school-sponsored activities~~ **the program of interscholastic athletics**.

#### V. Delegation of Responsibility

A. Each school year, prior to participation in an interscholastic athletic activity, every student athlete and each student athlete's parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[16\]](#)

1. Concussion and Traumatic Brain Injury Information Sheet.

2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

B. The Superintendent or ~~his/her~~ **the Superintendent's** designee or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

C. The Superintendent or ~~his/her designee~~ **the Superintendent's designee** shall:

1. Inform the Board of changes in that schedule as they occur.

2. Secure Board approval before making any changes in a schedule.

D. The Superintendent or ~~his/her designee or~~ **the Superintendent's** designee shall disseminate rules for the conduct of students participating in interscholastic athletics.

**1.** Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school District.

E. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall ensure that similar athletic programs are offered to both sexes in proportion to the District's enrollment.

F. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[\[13\]](#)[\[14\]](#)

## VI. Guidelines

A. Male/Female Athletic Opportunities Report

1. By October 15 of each year, on the designated disclosure form, the Superintendent or ~~his/her~~ **the Superintendent's** designee or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.[\[15\]](#)

2. By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the District's website.[\[15\]](#)

3. The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.[\[15\]](#)

### **B. Notification of Accidents and Injuries**

**1. All accidents occurring at school or during school activities shall be reported in the following manner:**

**a. All accidents that occur in the buildings, on school grounds, en route to and from school, or during school-related activities shall be reported to the school nurse if the accident occurs during the school day; to the athletic trainer if the accident occurs during an Athletic Activity when the school nurse is not present; or to the faculty advisor during non-athletic extracurricular activities when the nurse is not present.**

**b. The school nurse, athletic trainer or faculty advisor shall be responsible for completing an accident report form.**

c. Where applicable, the accident reports must include notice of and comments concerning accidents that are of a repetitive nature or that occur repeatedly in a specific area, as such accidents may indicate a need for repair or adjustment in the environment.

d. The school nurse, athletic trainer or faculty advisor shall provide a copy of the accident report to the Director of Pupil Services/Special Education, the building Principal and other appropriate staff members within 24 hours of receipt.

e. The school nurse shall provide monthly reports to the Director of Pupil Services/Special Education regarding the number and nature of accidents.

### **C. Prescribed Medication**

1. Medication prescribed by a physician may only be administered by the school nurse to students involved in accidents only under the supervision of the school nurse.

2. In cases of foreseeable or repetitive injury, the appropriate approval card shall be signed by the parents/guardians and family physician indicating the approved treatment of student injuries.

### **D. Procedures for All Injuries**

1. The general responsibilities of the personnel at each school are to:

a. Immediately secure authorized care and stay with student until such care arrives.

b. Basic first aid may be rendered while waiting for nurse or emergency responders.

c. Notify the student's parents/guardians.

d. Arrange transportation for the student, where necessary, and wait with the student until transportation arrives.

e. Individual faculty/staff members may not provide such transportation.

2. School personnel shall not diagnose.

3. School personnel, except the school nurse, shall not administer medication of any sort.

### **E. Additional Procedures for Minor Injuries**

1. Minor injuries to students, which require limited attention (cleansing, antiseptic, bandaid, etc.) shall be treated by the school nurse or athletic trainer.

2. Coaches and faculty advisors must keep a first-aid kit stocked and readily available.

### **F. Additional Procedures for Serious Injuries**

**1. Serious accidents and/or injuries, including any type of head injury (including a loss of consciousness), neck injury or back injury, must be immediately reported to the nurse or athletic trainer, then a 911 call shall be made and then the parents/guardians of the student shall be contacted.**

**2. In all cases of serious head, neck or back injury, the coach or faculty advisor must immediately contact the building principal, who shall be responsible for contacting the Director of Pupil Services/Special Education, the Superintendent, and other appropriate staff members.**

**3. The after-hours contact information of the building Principal, the Director of Pupil Services/Special Education and Superintendent shall be provided to all coaches and faculty advisors.**

**Revision History:**

**March 16, 2015**

Legal

1. 24 P.S. 1601-C et seq
2. 22 PA Code 4.27
3. 34 CFR 106.41
4. Pol. 103
5. Pol. 103.1
6. 24 P.S. 511
7. Pol. 204
8. Pol. 218
10. 24 P.S. 5333
11. Pol. 123.1
12. Pol. 123.2
13. 22 PA Code 12.1
14. 22 PA Code 12.4
15. 24 P.S. 1603-C
16. 24 P.S. 5323
- 24 P.S. 5321 et seq
- 24 P.S. 5331 et seq
- 34 CFR 106.41

POLNEWH123AR.pdf (20 KB)

POLNEWH123ARATT1.pdf (43 KB)

POLNEWH123ARATT2.pdf (7 KB)

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	100 Programs
Title	Concussion Management
Code	123.1
Status	Policy Committee Review
Adopted	March 4, 2013
Last Revised	February 28, 2019

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

- A. The Board recognizes the importance of ensuring the safety of students participating in the District's athletic programs.
- B. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

## II. Definitions

- A. For purposes of this policy, "**appropriate medical professional**" shall mean any or all of the following:[\[1\]](#)
  1. A licensed physician who is trained in the evaluation and management of concussions.
  2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
  3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.
- B. For the purposes of this policy, "**athletic activity**" shall mean any or all of the following:[\[1\]](#)
  1. Interscholastic athletics.[\[2\]](#)
  2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the District, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.[\[3\]](#)

3. Noncompetitive cheerleading that is sponsored by or associated with the school.[3]
4. Practices, interschool practices and scrimmages for all athletic activities.[2][3]
5. Physical Education classes.
6. Recess activities.

### III. Delegation of Responsibility

- A. Each school year, prior to participation in an athletic activity, every student athlete and every student athlete's parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.[4]
- B. The Superintendent or the Superintendent's designee shall develop procedures to implement this policy, which shall include protocols for concussion management.

### IV. Guidelines

- A. The District shall hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process.
- B. In addition to annual mandatory attendance by student athletes prior to participation, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.[4]

#### C. Additional Procedures for Student and Student-Athlete Injuries Involving Prevention and Treatment of Head, Brain, Neck and Back

1. The District shall require the parent/guardian of any student participating in an athletic activity to sign and return to the student's school an acknowledgment of receipt and review of the concussion and traumatic brain injury information sheet which is administered to student-athletes every school year.
2. This form will be developed, approved and required by P.I.A.A.
- ~~2.~~ 3. The athletic training staff shall keep head coaches informed of student-athlete injury status.

#### D. Pre-Testing/Baseline Testing for Student Athletes

**1. The District uses the Immediate Post Concussion Assessment and Cognitive Testing (ImPACT) Concussion Management System, which is a twenty (20) minute computerized baseline evaluation of a student's neurocognitive state that tracks memory, reaction time, brain processing speed, concentration, and visual motor skills.**

- ~~1.~~ 2. The ImPACT test is mandatory and free to District student athletes in all sports.
- ~~2.~~ 3. Students may also receive baseline testing from their own personal physician, which the District will consider and may accept, if provided by the student or the student's parent/guardian, as part of the District's determination for return-to-play.

**4. The ImPACT test is not a diagnostic tool, but it does provide objective data. It is a return-to-play manager that provides data that physicians and athletic trainers can revisit for comparative purposes in the event of a concussion.**

**5. Students will be tested prior to the start of their first competitive team at NHS. Students participating in District-sponsored athletics will also be tested in grades 7, 9, and 11 and prior to the start of their first competitive team at NHS. There will be a post-injury test given after the diagnosis of a concussion or traumatic brain injury as well as prior to their return to competition. This test can be given at NHS or through the student's physician.**

#### E. Mandatory Reporting

1. The District requires that coaches, athletic directors, and parents/guardians report student athlete injuries involving head, brain, neck, and back to the building principal as soon as possible after any necessary steps have been taken to stabilize and secure the necessary medical assistance for the student.

**2. Parents/guardians will be asked to report any injuries involving head, brain, neck and back, including concussions, which their children may have experienced while participating in out-of-school activities.**

**3. This information is critical concerning the District's ability to accurately evaluate a student in the event of a repeat injury involving head, brain, neck and back. It also allows the District to accurately monitor the student in regard to any future, critical symptoms.**

**4. Any such information provided by parents/guardians must be immediately shared with the coach and the athletic trainer and must be provided to the school nurse as soon as possible.**

#### E. Evaluation and Management

**1. A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the District, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an Athletic Activity shall be removed by the coach from participation at that time.**

##### 2. Head Injuries

**a. Coach or athletic trainer must remove a student from the Athletic Activity as well as any other activities that may pose a risk for the student pending further notice.**

**b. If the student is not conscious, the coach or athletic trainer must contact 911 immediately and then notify the parents/guardians of the student.**

**c. If the student is conscious, the athletic trainer checks for signs or symptoms of a concussion or traumatic brain injury using a District-approved head injury evaluation form.**

**d. Where no athletic trainer is available, the team coach may perform this task.**

**i. If there are no symptoms, the athletic trainer may allow the student to return to the contest or activity. Where no athletic trainer is available, the team coach should make this determination.**

## F. Removal From Play

1. A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the District, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed from participation at that time.<sup>[4]</sup>

**2. Coach or athletic trainer must remove a student from the Athletic Activity as well as any other activities that may pose a risk for the student pending further notice.**

**3. If the student is not conscious, the coach or athletic trainer must contact 911 immediately and then notify the parents/guardians of the student.**

**4. If the student is conscious, the athletic trainer checks for signs or symptoms of a concussion or traumatic brain injury using a District-approved head injury evaluation form.**

**a. Where no athletic trainer is available, the team coach may perform this task.**

**5. If there are no symptoms, the athletic trainer may allow the student to return to the contest or activity.**

**a. In accordance with IV.G, below, where no athletic trainer is available, the team coach should make this determination.**

**6. If there are signs or symptoms of a concussion or traumatic brain injury, including a loss of consciousness, the student cannot return to the Athletic Activity and the coach or athletic trainer contacts the student's parents/guardians.**

**a. Parents/guardians are provided a head injury fact sheet.**

**b. Parents/guardians are encouraged to seek medical attention.**

## G. Return to Play

1. The coach shall not return a student to participation **play** until the student is evaluated and cleared for return to participation **play** in writing by an appropriate medical professional. The Board may designate specific appropriate medical professional(s) to provide written clearance for return to participation **play**.<sup>[4]</sup>

**2. Student cannot return to the Athletic Activity until an Appropriate Medical Professional trained in the evaluation and management of concussions evaluates the student and provides written clearance to return.**

**3. After obtaining the written clearance from an Appropriate Medical Professional, and signed written permission of the student's parents/guardians, the student will be approved to begin a gradual return to play.**

**4. Gradual return to play shall be in the following order:**

**a. Low levels of physical activity.**



**i. This includes walking, light jogging, light stationary biking, and light weightlifting (lower weight, higher reps; no bench, no squat).**

**b. Moderate levels of physical activity with body/head movement.**

**i. This includes moderate jogging, brief running, moderate- intensity stationary biking, and moderate-intensity weightlifting (reduced time and/or reduced weight from typical routine).**

**c. Heavy non-contact physical activity.**

**i. This includes sprinting/running, high intensity stationary biking, regular weightlifting routine, and non-contact sport-specific drills.**

**d. Full contact in controlled practice.**

**e. Full contact in game play.**

#### H. Training

1. All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations, or another provider approved by the Department of Health.[\[4\]](#)

**2. A coach cannot coach an athletic activity until the coach completes the training course.**

#### I. Penalties

1. A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[\[4\]](#)

a. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.

b. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.

c. For a **third** violation, permanent suspension from coaching any athletic activity.

#### V. Record Keeping

**A. The athletic trainer shall keep accurate and complete records regarding ImPACT base-line testing, injuries, evaluations, symptoms, recovery periods, ImPACT re-testing, communications with parents/guardians, communications with medical doctors, and any other pertinent information related to the student.**

#### VI. Employee Disciplinary Conferences

**A. Any District employee who fails to follow the procedures contained herein in relation to student injuries involving head, brain, neck and back will be subject to disciplinary consequences as appropriate and/or as allowed under any applicable Collective Bargaining Agreement.**

**B. A District employee's direct supervisor will be responsible for both investigating any alleged failure of an employee to act in compliance with this administrative**

**regulation and for implementing any appropriate disciplinary consequences, which may include warnings, suspensions, and/or termination.**

## **VII. Acknowledgement by Parents/Guardians**

**A. No student shall be permitted to participate in any District Athletic Activity unless the student's parents/guardians acknowledge in writing that they have received a copy of this policy.**

**B. It shall be the obligation of the Director of Athletics to ensure that these signed acknowledgments have been obtained.**

### **Revision History:**

**February 28, 2019**

Legal	1. 24 P.S. 5322
	2. Pol. 123
	3. Pol. 122
	4. 24 P.S. 5323
	24 P.S. 5321 et seq

Last Modified by Policy Staff on April 1, 2019



Book	Policy Manual
Section	100 Programs
Title	Sudden Cardiac Arrest
Code	123.2
Status	Policy Committee Review
Adopted	October 2, 2012
Last Revised	December 3, 2012

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Authority

A. The Board recognizes the importance of ensuring the safety of students participating in the District's athletic programs.

**B.** This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.[\[1\]](#)

## II. Definition

A. For purposes of this policy, "Sudden Cardiac Arrest" ("SCA") is defined as when the heart stops beating, suddenly and unexpectedly.

**1.** SCA is not a heart attack.

**2.** SCA is a malfunction of the heart's electrical system causing the heart to suddenly stop beating.

B. For purposes of this policy, "athletic activity" shall mean all of the following:[\[2\]](#)

1. Interscholastic athletics.[\[3\]](#)

2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.[\[4\]](#)

3. Noncompetitive cheerleading that is sponsored by or associated with the school.[\[4\]](#)

4. Practices, interschool practices and scrimmages for all athletic activities.[\[4\]](#)[\[3\]](#)

## III. Delegation of Responsibility

A. Each school year, prior to participation in an athletic activity, every student athlete and every student athlete's **athlete's** parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.[\[5\]](#)

#### IV. Guidelines

A. The District may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest.

**1.** In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers.[\[5\]](#)

B. Removal From Play

1. A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the District, exhibits warning signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.[\[5\]](#)

2. Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities until cleared by a physician to return to play.

C. Return To Play

1. The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.[\[5\]](#)

D. Training

1. All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health. [\[5\]](#)

E. Penalties

1. A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[\[5\]](#)

a. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.

b. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.

c. For a **third** violation, permanent suspension from coaching any athletic activity.

**Revision History:**

**December 3, 2012**

Legal

1. 24 P.S. 5331 et seq
2. 24 P.S. 5332
3. Pol. 123
4. Pol. 122
5. 24 P.S. 5333
- Pol. 822

Last Modified by Policy Staff on April 1, 2019



Book	Policy Manual
Section	200 Pupils
Title	HIV Infection
Code	203.1
Status	Policy Committee Review
Adopted	January 22, 2002
Last Revised	June 2, 2014

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board is committed to providing a safe, healthy environment for its students and employees.

**B.** 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.

~~B.~~ **C.** This policy is based on current evidence that HIV Infection is not normally transmissible by students who are infected within the school setting, except as noted in this policy.

## II. Definitions

### **A. For the purposes of this policy, the following definitions shall apply:**

~~A.~~ **1.** "AIDS" - **means** Acquired Immune Deficiency Syndrome.[\[1\]](#)

~~B.~~ **2.** "HIV Infection" - refers to the disease caused by the HIV or human immunodeficiency virus.

~~C.~~ **3.** ~~"Infected students"~~ **Students who are infected** - refers to students who are infected **with HIV/AIDS**, including those who are asymptomatic.

## III. Authority

A. This policy shall apply to all students in all programs conducted by the District.

B. The Board directs that the established Board policies and administrative regulations governing attendance and school rules relative to illnesses and other diseases among students shall also apply to students who are infected.[\[2\]](#)[\[3\]](#)

C. 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.

#### IV. Delegation of Responsibility

- A. The Superintendent or **the Superintendent's** designee shall be responsible for developing and releasing all information concerning HIV Infection and students who are infected.
- B. All ~~district~~ **District** employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including students who are infected.[4]
- C. Building principals 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.

#### V. Guidelines

##### A. Attendance

1. Students who are infected have the same right to attend school and receive services as other students and shall be subject to the same policies and administrative regulations.

2. HIV Infection shall not factor into decisions concerning educational programs, privileges or participation in any school-sponsored activity.[5][6][7]

~~2- 3.~~ School authorities shall determine the educational placement of students who are infected on a case-by-case basis by following Board policies and administrative regulations established for students with chronic health problems and students with disabilities.

~~3- 4.~~ When a student who is infected's parents/guardians **the parents/guardians of students who are infected** voluntarily disclose information regarding the student's condition, the ~~district~~ **District** employee who receives the information shall obtain the written consent of the parents/guardians to disclose the information to members of the District Team.[8]

~~4- 5.~~ A District Team comprised of the Superintendent or **the Superintendent's** designee, building principal, and the school nurse, the student's parents/guardians, and attending physician shall evaluate the **educational placement of the** student who is infected.

**a.** Placement decisions shall be based on the student's need for accommodations or services.

~~5- 6.~~ First consideration must be given to maintaining the student who is infected in a regular assignment.

**a.** Any decision for an alternative placement must be supported by specific facts and data.

~~6- 7.~~ A student who is infected who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.[9][10][11][12]

~~7- 8.~~ A student who is infected 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.[9][13][3]

~~8. 9. A student who is infected's~~ **The** placement **of a student who is infected** shall be reassessed if there is a change in the student's need for accommodations or services.

#### B. Confidentiality

1. District employees who have knowledge of **a condition of a** student who is infected's ~~condition~~ shall not disclose any information without prior written consent of the student's parents/guardians, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act. [\[8\]](#)
2. All health records, notes and other documents referring to a **condition of a** student who is infected's ~~condition~~ shall be secured and kept confidential. [\[14\]](#)[\[8\]](#)

#### C. Infection Control

1. All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses.
- 2.** Employees shall notify the Superintendent or **the Superintendent's** designee, building principal and 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.
- ~~2. 3.~~ The school district **District** shall maintain reasonably accessible equipment and supplies necessary for infection control.

#### D. Staff Development

1. The district **District** shall provide opportunities for employees to participate in inservice education on HIV Infection.
2. Designated district **District** employees may receive additional, specialized training appropriate to their positions and responsibilities.

#### E. Prevention Education

1. The goals of HIV Infection prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV Infection.
- 2.** Prevention education shall be taught at every **developmentally appropriate** grade levels as part of the curriculum, ~~be appropriate to students' developmental maturity,~~ and include accurate information about reducing the risk of HIV Infection. [\[15\]](#)
- ~~2. 3.~~ Prior to HIV Infection instruction in the schools, the district **District** shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review. [\[16\]](#)[\[15\]](#)[\[17\]](#)
3. A student shall be excused from HIV Infection education when the instruction conflicts with the religious beliefs or principles of the student or parents/guardians, upon the written request of the parents/guardians. [\[16\]](#)[\[15\]](#)[\[18\]](#)

#### **Revision History:**

**June 2, 2014**



## Legal

1. 35 P.S. 7603
2. Pol. 203
3. Pol. 204
4. Pol. 248
5. 24 P.S. 1327
6. Pol. 103
7. Pol. 103.1
8. 35 P.S. 7607
9. 24 P.S. 1329
10. 22 PA Code 11.25
11. Pol. 117
12. Pol. 124
13. 24 P.S. 1330
14. 24 P.S. 1409
15. 22 PA Code 4.29
16. 22 PA Code 4.4
17. Pol. 105.1
18. Pol. 105.2
- 24 P.S. 1301
- 35 P.S. 7601 et seq

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Student Accident Insurance
Code	211
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extracurricular programs of the schools.

## II. Authority

A. A group personal accident insurance plan may be made available to pupils at the beginning of each school year.

**B.** Enrollment in this plan shall be voluntary for all pupils, except those engaging in any program of interscholastic athletics or inter-school sports.

**C.** These incidents shall not be covered under the School District liability policy unless the injury is a direct result of school ~~district~~ **District** negligence.

~~B.~~ **D.** All pupils engaging in any form of interscholastic athletics shall, as a prerequisite to such participation in either practice or games, enroll in the student accident insurance program.

~~C.~~ **E.** Exception to this enrollment may be made only when parents submit a signed waiver that payment of medical expenses will be borne by personal, presently owned insurance plans covering the pupil, or by personal resources of parent or guardian.

**F.** This waiver must be presented at the beginning of the school term when the insurance is made available.

Last Modified by Policy Staff on March 27, 2019



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Policy Committee Review
Adopted	November 17, 2008
Last Revised	June 20, 2016

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board is committed to providing a safe, positive learning environment for ~~district~~ **District** students and employees. The Board recognizes that ~~BULLYING~~ **bullying** creates an atmosphere of fear and intimidation, that may detract from the safe environment and emotional well-being necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by ~~district~~ **District** students, ~~district~~ **District** employees, or volunteers.

## II. Definitions

A. **"Bullying"** means an intentional electronic, written, verbal or physical, social, or emotional act or series of acts directed at any student or employee, which occurs in a school setting that is severe, persistent or pervasive. Bullying involves a real or perceived power imbalance. A power imbalance may be caused by one's physical size, one's ability to communicate, and/or one's ability to advocate for him/herself.

B. Acts of bullying include, but are not limited to **any of the following**:[\[1\]](#)

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.
4. Physical or verbal attacks.

C. **"Bullying,"** as defined in this policy, includes cyberbullying.

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

## III. Authority

A. The Board prohibits all forms of bullying by anyone.[1]

B. The Board encourages any student, employee, or volunteer who ~~has been bullied~~ **believes they or others have been bullied and any witness, or anyone who has become aware of bullying,** to promptly report such incidents to any administrator or ~~district~~ **District** employee.

**C. Students are encouraged to use the District's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented.**

**1. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.**

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

**E.** No reprisals or retaliation shall occur against the reporter as a result of good faith reports of bullying.

#### **F. Discrimination/Discriminatory Harassment**

**1. Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer.**

**2. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]**

~~E. G.~~ Confidentiality

**1. Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the District's legal and investigative obligations.**

~~1. 2.~~ The New Hope-Solebury School ~~district~~ **District** recognizes that both the complaining student and the alleged bully have strong interests in maintaining confidentiality of the allegations and related items.

~~2. 3.~~ The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with the Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations.

~~3. 4.~~ As limited by FERPA, the principal or his/her **the principal's** designee may inform the complaining student(s)/parent(s) of the outcome of the investigation.

## **H. Retaliation**

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

## **IV. Delegation of Responsibility**

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

B. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall ~~develop administrative regulations to~~ implement this policy.

C. The Superintendent or ~~his/her~~ **the Superintendent's** designee, in cooperation with other appropriate administrators, shall review this policy annually and recommend necessary revisions to the Board.[\[1\]](#)

D. District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

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.

## **V. Guidelines**

A. The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[4\]](#)[\[5\]](#)

B. 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~~ **District** website.

### **C. Education**

1. The ~~district~~ **District** shall develop and implement bullying prevention and intervention ~~processes~~ **programs and activities**.

**2.** Such ~~processes~~ **programs and activities** shall provide ~~district~~ **District** staff, parents, and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying ~~to promote a healthy and safe environment.~~[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### **D. Discipline** **Consequences for Violations**

1. A substantiated charge against a district staff member shall subject such staff member to disciplinary action, up to and including discharge.[\[7\]](#)

2. A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services.[\[1\]](#)[\[5\]](#)[\[9\]](#)

3. If it is concluded that a student knowingly has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct as outlined in Policy 218 and the attachments for Policy 218.[\[5\]](#)

**Revision History:**  
**June 20, 2016**

Legal	1. 24 P.S. 1303.1-A
	2. Pol. 103
	3. Pol. 103.1
	4. 22 PA Code 12.3
	5. Pol. 218
	6. 20 U.S.C. 7118
	7. 24 P.S. 1302-A
	8. Pol. 236
	9. Pol. 233
	Pol. 113.1

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Harassment
Code	248
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	July 15, 2013

## **~~I. Purpose~~**

- A. ~~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.~~

## **~~II. Authority~~**

- A. ~~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.~~[\[1\]](#)[\[5\]](#)[\[6\]](#)
- B. ~~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.~~
- C. ~~No reprisals nor retaliation shall occur as a result of good faith charges of harassment.~~

## **~~III. Definitions~~**

- A. ~~For purposes of this policy, **harassment** can consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, gender identity or expression, or religion when such conduct results in any of the following:~~[\[6\]](#)
- ~~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.~~
- B. ~~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: ~~[Z]~~

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.~~

#### **~~IV. Delegation of Responsibility~~**

- A. ~~In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.[4]~~
- B. ~~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.~~
- C. ~~The administration shall be responsible to provide training for students and employees regarding all aspects of harassment.~~
- D. ~~Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.~~
- E. ~~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.~~
- F. ~~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.~~

#### **~~V. Guidelines~~**

##### ~~A. Complaint Procedure — Student/Third Party~~

##### ~~1. Step 1 — Reporting~~

- a. ~~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.~~
- b. ~~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.

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

## 2. **Step 2 — Investigation**

- a. ~~Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer.~~
- b. ~~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.~~
- c. ~~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.~~
- d. ~~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.~~

## 3. **Step 3 — Investigative Report**

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

## 4. **Step 4 — District Action**

- a. ~~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.~~
- b. ~~Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and including but not limited to educational activities and/or counseling services.~~
- c. ~~If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.~~

### B. Appeal Procedure

- 1. ~~If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, 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.~~
- ~~4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.~~

## Legal

1. 20 U.S.C. 1681 et seq

4. Pol. 103

20 U.S.C. 1681 et seq. (Title IX)

5. 43 P.S. 951 et seq

6. 29 CFR 1606.8

7. 29 CFR 1604.11

Pol. 103.1

Pol. 806

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Enrollment in District
Code	200
Status	Policy Committee Review
Adopted	June 13, 2005
Last Revised	February 22, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Authority

A. The District shall enroll school age students eligible to attend District schools in accordance with applicable laws and regulations, Board policy, and administrative regulations.[\[1\]\[2\]\[3\]\[4\]](#)

## II. Definitions

A. For the purposes of this policy, **"school age "** shall be defined as the period from the earliest admission age for the District's kindergarten program (age 5 by September 1st) 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.[\[1\]\[5\]](#)

B. For the purposes of this policy, District **"district of residence"** shall be defined as the school District **district** in which a student's parent(s)/guardian(s) reside.[\[2\]\[3\]](#)

## III. Guidelines

A. School age resident students shall be entitled to attend the schools of the District.[\[1\]\[2\]\[3\]\[6\]](#)

B. The District shall enroll a school age, eligible student as early as the next business day after application, and no later than five (5) business days after application.[\[3\]](#)

C. The District shall not enroll a student until the parent/guardian has supplied proof of the student's age, residence, immunizations and a completed Parent Registration Statement, as required by law and regulations.[\[1\]\[2\]\[3\]\[7\]\[8\]\[11\]\[12\]](#)

D. The District shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.[\[9\]](#)

E. The District shall not inquire about the immigration status of a student as part of the enrollment process.[\[3\]](#)

F. The District shall administer a home language survey to all students enrolling in District schools for the first time.[\[3\]](#)[10]

#### IV. Delegation of Responsibility

A. The Superintendent or his/her **the Superintendent's** designee shall be responsible for the implementation of this policy.

##### **Revision History:**

**February 22, 2018**

Legal

1. 24 P.S. 1301
2. 24 P.S. 1302
3. 22 PA Code 11.11
4. 22 PA Code 11.41
5. 22 PA Code 11.12
6. 22 PA Code 12.1
7. Pol. 203
8. Pol. 216.1
9. Pol. 251
10. Pol. 138
11. 24 P.S. 1303a
12. 24 P.S. 1304-A
- Pol. 201
- Pol. 202

Last Modified by Policy Staff on March 26, 2019



Book	Policy Manual
Section	200 Pupils
Title	Registration/Proof of Residency Requirements
Code	201.1
Status	Policy Committee Review
Adopted	July 19, 2004
Last Revised	April 27, 2017

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

- A. Prior to admission, parents/guardians of all students in the New Hope-Solebury School District must present ~~three (3)~~ **a minimum of four (4)** acceptable proofs of residence to the school as part of the registration process.

## II. Definitions

For purposes of this policy, the following terms shall be defined as follows:

- A. **"Resident"** - any person who leases/owns property in New Hope-Solebury School District and has children residing within District boundaries.
- B. **"Multiple Occupancy"** - occurs when a non-resident pupil lives with a resident family in some capacity; via rent or lease agreement or full resident in the household.
- C. **"Homeless Youth"** - if the student meets the criteria of homelessness, as defined by law, the Pupil Services Department must be contacted to provide registration/affidavits and out-reach services.<sup>[1][2]</sup>

## III. Guidelines

- A. A resident must provide all of the following:

1. Current driver's license.
2. Current deed or notarized lease agreement.
3. Current gas or electric bill.

- B. Any one (1) of the following must be provided in addition to the above that proves residency:

1. Current automobile registration.

2. Current utility bills, in addition to the bill outlined in III(A)(3.).
3. Tax statements.
4. Check stubs from wages.
5. Public Assistance or Social Security.
6. Court-ordered custodial agreement.

C. Additionally, the following must be presented for each student who is to be registered in the District:

1. Birth certificate or current passport.
2. Proof of immunizations.[3]
3. Social Security Card.
4. Resident Alien Card (if applicable).
5. Information regarding special medical and/or educational needs, if applicable.

D. Parents/guardians are also requested to bring a Photo I.D. of themselves.

E. No child will be registered until residency can be proven to the satisfaction of the Superintendent or ~~his/her~~ **the Superintendent's** designee.

**F.** No child will be admitted to school without proof of immunizations, or exemptions **to immunizations** presented by a parent/guardian.

~~F.~~ **G.** The District reserves the right to request proof of residence of any resident with school age children at any time.

~~G.~~ **H.** When it is determined that a student is not eligible for attendance under the residency requirements, the District will charge (parent/guardian or resident) the prevailing tuition from the date of non-residency. If the date cannot be established it will be set at the first day of the current school year.[4][5]

~~H.~~ **I.** The making of any willfully false statements in the provision of proof of residence documents is a crime and subjects the person making such statements to tuition charge and penalties provided in Section 4904 of the Pennsylvania Crimes Code, which makes it a criminal offense to provide false information to government authorities. Illegal registrations are also punishable under Section 3926 of the PA Crimes Code for theft of services.[6][7]

~~I.~~ **J.** Parents of students entering New Hope-Solebury School District under Multiple Occupancy must complete the following forms before they are admitted:

1. Multiple occupant packets.

**a.** The forms must be completed and returned to the District Office with the registration packet.

**b.** When registering as a Multiple Occupant family, the homeowner and Multiple Occupant must each provide proof of residency in New Hope-Solebury School District.

**c.** The homeowner and the parent/guardian must complete the registration process together in the District Office with a notarized Lease agreement.

**d.** The owning of property and payment of property taxes with the New Hope-Solebury School District does not automatically fulfill the residency clause as stated in the Pennsylvania School Code.

#### **IV. Delegation of Responsibility**

A. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall be responsible for the implementation of this policy.

#### **Revision History:**

**April 27, 2017**

Legal

1. 42 U.S.C. 11434a
2. Pol. 251
3. Pol. 203
4. 24 P.S. 1316
5. 24 P.S. 2561
6. 18 Pa. C.S.A. 3926
7. 18 Pa. C.S.A. 4904
- Pol. 201
- Pol. 202

Last Modified by Policy Staff on March 26, 2019



Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	February 22, 2010

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board shall operate the schools of this district for the benefit of children residents in this district **District** and **who are** eligible for attendance.[\[1\]](#)[\[2\]](#)[\[3\]](#)

## II. Authority

A. The Board will not permit the admission of nonresident students in accordance with terms of this policy, with the exceptions noted within the policy or as required by law.[\[4\]](#)[\[5\]](#)[\[6\]](#)

B. The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district **District** boundaries.

## III. Guidelines

### A. Students Moving Out of District

1. Any resident student who ceases to live within the boundaries of the two (2) municipalities after April 1 shall be allowed to finish ~~the~~ **that** school year without payment of tuition.

**2.** Any member of the senior class who ceases to be a resident student may be permitted to complete ~~his/her~~ **the student's** senior year, tuition free, upon written request of the parents/guardians and recommendation by the Superintendent to the School Board.

**a.** The student's senior year shall be defined as beginning July 1.[\[5\]](#)

### B. Students Moving Into District

1. The Board understands that it is to the benefit of students to continue attending the same school for the entire school year.



**2.** To that end, it is the purpose of this policy to allow for families who are moving into the school district to attend school for up to and not exceeding ninety (90) calendar days ~~from~~ **prior to** their expected move-in date by paying the full tuition rate for each child, prorated based on the number of days that the children will be attending school prior to becoming residents of the school district.

**3.** The tuition rate will be based on the most recently approved tuition rate calculation (PDE Form 2061) received from the state.

**4.** Tuition for the estimated period of time must be paid in advance with a money order or bank check.

**5.** If the family moves in ahead of schedule, the balance will be refunded.[\[5\]](#)

#### C. Students With Special Needs From Other School District – Placed by Agreement

1. The Superintendent may accept students with Individualized Education Programs from other Pennsylvania school districts upon the following conditions:

a. The sending district must pay the full tuition for the placement.

**b.** Any additional services will be billed on an actual cost basis to the sending district to the extent permitted by law.

**c.** The amount of tuition to be charged will be approved by the Board each year and shall not exceed the computed amount stipulated by state regulations and federal law.

~~b.~~ **d.** The ~~district~~ **District** must have space available in the classes in which the student shall be placed so that no additional staffing is required to be hired by the ~~district~~ **District**.

c. The acceptance of the student is not likely to adversely impact the orderly operation of the ~~district~~ **District** program.

#### IV. Delegation of Responsibility

A. The Superintendent or **the Superintendent's** designee shall develop procedures for the enrollment of nonresident students which:

1. Admit students only on proper application and submission of required documentation by the parent/guardian.[\[6\]\[7\]\[8\]\[10\]](#)

2. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.[\[9\]](#)

3. Deny admission where the educational facilities or program maintained for ~~district~~ **District** students is inadequate to meet the needs of the applicant.

4. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.

B. The Superintendent shall report to the Board, ~~for its information,~~ the enrollment of each nonresident student.

#### **Revision History:**

**February 22, 2010**

## Legal

1. 24 P.S. 501
2. 24 P.S. 502
3. 24 P.S. 503
4. 24 P.S. 1301
5. 24 P.S. 1316
6. Pol. 200
7. Pol. 201
9. Pol. 103
- 24 P.S. 1302
- 24 P.S. 1305
- 24 P.S. 1306
- 24 P.S. 1306.2
- 24 P.S. 1307
- 22 PA Code 11.18
- 22 PA Code 11.19
- 22 PA Code 11.41
10. Pol. 201.1



Book	Policy Manual
Section	200 Pupils
Title	Immunizations and Communicable Diseases
Code	203
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	November 17, 2014

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Authority

A. 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~~ **District** staff.[\[1\]](#)[\[2\]](#)

## II. Guidelines

### A. Immunization

1. All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious, or medical or Philosophical/Strong Moral Ethical Conviction reasons as described below.
2. A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[\[3\]](#)
3. A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend ~~district~~ **District** schools, unless exempted religious, medical or Philosophical/Strong Moral Ethical Conviction or provisionally admitted by the Superintendent.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[3\]](#)
4. Monitoring of immunization requirements shall be the responsibility of the Superintendent or **the Superintendent's** designee and the building principal.[\[1\]](#)
5. The Superintendent or **the Superintendent's** designee shall ensure that parents/guardians are informed prior to a student's admission to school of the requirements for immunization, the requisite proof of immunization, exemptions available for religious or medical reasons, and means by which such exemptions may be claimed.[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)
6. The Superintendent or **the Superintendent's** designee shall report immunization data on the required form to the Department of Health by October 15 of each year.[\[9\]](#)

## B. Communicable Diseases

1. 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.[\[10\]](#)[\[11\]](#)[\[12\]](#)
2. The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.[\[13\]](#)[\[14\]](#)[\[15\]](#)
3. The Superintendent or **the Superintendent's** designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.
4. 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.[\[16\]](#)
5. 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.[\[17\]](#)[\[16\]](#)[\[18\]](#)

## C. Health Records

1. A comprehensive health record shall be maintained for each student enrolled in the ~~district~~ **District**.
2. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[\[19\]](#)[\[20\]](#)
- ~~2.~~ **3.** 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.[\[21\]](#)

## D. Exemptions to Immunizations[\[1\]](#)

1. Medical: Students are exempt from immunization if a physician provides a written statement that immunization may be detrimental to the health of the student.
- ~~2. Exemptions to immunizations:~~ **a.** Only licensed health care professionals and designated Health Department personnel can sign for medical exemptions.
- b.** Chiropractors' certifications for medical exemptions are not acceptable.
- c.** A medical exemption for a specific antigen(s) should be documented in the statement of exemption.
- d.** All other immunizations are still required.
- e.** If a physician provides written documentation that the student is adequately immunized when there are inappropriate intervals or any other spacing issues, the instance should be considered a medical exemption.
- ~~3.~~ **2.** Religious: Students are exempt from immunization if the parent, guardian or emancipated student objects in writing to the immunization based on contradiction to their religious beliefs.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

~~4.~~ **3.** Philosophical/Strong Moral Ethical Conviction: Students are exempt from immunization if the parent, guardian or emancipated student objects in writing to the immunization based on personal beliefs.

**4.** In the event of a disease outbreak, the Division of Immunizations will recommend exclusion of the student or may make other recommendations based on the disease outbreak and the immunity history.

**Revision History:**

**November 17, 2014**

Legal

1. 24 P.S. 1303a
2. 28 PA Code 23.81 et seq
3. 28 PA Code 23.85
4. 22 PA Code 11.20
5. 28 PA Code 23.83
6. 28 PA Code 23.84
7. Pol. 200
8. Pol. 201
9. 28 PA Code 23.86
10. 28 PA Code 27.71
11. 28 PA Code 27.72
12. Pol. 204
13. 28 PA Code 27.1
14. 28 PA Code 27.2
15. 28 PA Code 27.23
16. 22 PA Code 4.29
17. 22 PA Code 4.4
18. Pol. 105.1
19. 24 P.S. 1402
20. Pol. 209
21. 24 P.S. 1409
- 28 PA Code 27.77
- Pol. 105.2



Book	Policy Manual
Section	200 Pupils
Title	HIV Infection
Code	203.1
Status	Policy Committee Review
Adopted	January 22, 2002
Last Revised	June 2, 2014

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board is committed to providing a safe, healthy environment for its students and employees.

**B.** 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.

~~B.~~ **C.** This policy is based on current evidence that HIV Infection is not normally transmissible by students who are infected within the school setting, except as noted in this policy.

## II. Definitions

### **A. For the purposes of this policy, the following definitions shall apply:**

~~A.~~ **1.** "AIDS" - **means** Acquired Immune Deficiency Syndrome.[\[1\]](#)

~~B.~~ **2.** "HIV Infection" - refers to the disease caused by the HIV or human immunodeficiency virus.

~~C.~~ **3.** ~~"Infected students"~~ **Students who are infected** - refers to students who are infected **with HIV/AIDS**, including those who are asymptomatic.

## III. Authority

A. This policy shall apply to all students in all programs conducted by the District.

B. The Board directs that the established Board policies and administrative regulations governing attendance and school rules relative to illnesses and other diseases among students shall also apply to students who are infected.[\[2\]](#)[\[3\]](#)

C. 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.

#### IV. Delegation of Responsibility

- A. The Superintendent or **the Superintendent's** designee shall be responsible for developing and releasing all information concerning HIV Infection and students who are infected.
- B. All ~~district~~ **District** employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including students who are infected.[4]
- C. Building principals 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.

#### V. Guidelines

##### A. Attendance

1. Students who are infected have the same right to attend school and receive services as other students and shall be subject to the same policies and administrative regulations.

2. HIV Infection shall not factor into decisions concerning educational programs, privileges or participation in any school-sponsored activity.[5][6][7]

~~2- 3.~~ School authorities shall determine the educational placement of students who are infected on a case-by-case basis by following Board policies and administrative regulations established for students with chronic health problems and students with disabilities.

~~3- 4.~~ When a student who is infected's parents/guardians **the parents/guardians of students who are infected** voluntarily disclose information regarding the student's condition, the ~~district~~ **District** employee who receives the information shall obtain the written consent of the parents/guardians to disclose the information to members of the District Team.[8]

~~4- 5.~~ A District Team comprised of the Superintendent or **the Superintendent's** designee, building principal, and the school nurse, the student's parents/guardians, and attending physician shall evaluate the **educational placement of the** student who is infected.

**a.** Placement decisions shall be based on the student's need for accommodations or services.

~~5- 6.~~ First consideration must be given to maintaining the student who is infected in a regular assignment.

**a.** Any decision for an alternative placement must be supported by specific facts and data.

~~6- 7.~~ A student who is infected who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.[9][10][11][12]

~~7- 8.~~ A student who is infected 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.[9][13][3]

~~8. 9. A student who is infected's~~ **The** placement **of a student who is infected** shall be reassessed if there is a change in the student's need for accommodations or services.

#### B. Confidentiality

1. District employees who have knowledge of **a condition of a** student who is infected's ~~condition~~ shall not disclose any information without prior written consent of the student's parents/guardians, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act. [\[8\]](#)
2. All health records, notes and other documents referring to a **condition of a** student who is infected's ~~condition~~ shall be secured and kept confidential. [\[14\]](#)[\[8\]](#)

#### C. Infection Control

1. All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses.
- 2.** Employees shall notify the Superintendent or **the Superintendent's** designee, building principal and 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.
- ~~2. 3.~~ The school district **District** shall maintain reasonably accessible equipment and supplies necessary for infection control.

#### D. Staff Development

1. The district **District** shall provide opportunities for employees to participate in inservice education on HIV Infection.
2. Designated district **District** employees may receive additional, specialized training appropriate to their positions and responsibilities.

#### E. Prevention Education

1. The goals of HIV Infection prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV Infection.
- 2.** Prevention education shall be taught at every **developmentally appropriate** grade levels as part of the curriculum, ~~be appropriate to students' developmental maturity,~~ and include accurate information about reducing the risk of HIV Infection. [\[15\]](#)
- ~~2. 3.~~ Prior to HIV Infection instruction in the schools, the district **District** shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review. [\[16\]](#)[\[15\]](#)[\[17\]](#)
3. A student shall be excused from HIV Infection education when the instruction conflicts with the religious beliefs or principles of the student or parents/guardians, upon the written request of the parents/guardians. [\[16\]](#)[\[15\]](#)[\[18\]](#)

#### **Revision History:**

**June 2, 2014**



## Legal

1. 35 P.S. 7603
2. Pol. 203
3. Pol. 204
4. Pol. 248
5. 24 P.S. 1327
6. Pol. 103
7. Pol. 103.1
8. 35 P.S. 7607
9. 24 P.S. 1329
10. 22 PA Code 11.25
11. Pol. 117
12. Pol. 124
13. 24 P.S. 1330
14. 24 P.S. 1409
15. 22 PA Code 4.29
16. 22 PA Code 4.4
17. Pol. 105.1
18. Pol. 105.2
- 24 P.S. 1301
- 35 P.S. 7601 et seq



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	February 22, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

- A. The Board requires that school age students enrolled in District schools attend school in accordance with state laws.
- B. 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

## II. Authority

- A. 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.[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[21\]](#)
- B. Urgent reasons shall be strictly construed and do not permit irregular attendance.[\[6\]](#)[\[8\]](#)
- C. The District considers the following non-exclusive list as conditions to constitute reasonable cause for absence from school:
  1. Illness.
  2. Quarantine.
  3. Recovery from accident.
  4. Required court attendance.
  5. Death in family.
  6. Family educational trips.

7. Educational tours and trips.[\[6\]](#)[\[10\]](#)

D. Absences shall be treated as unlawful until the District receives a written excuse explaining the absence, which should be submitted within three (3) days of **returning from** the absence.

E. A maximum of ten (10) days of cumulative lawful absences verified by parent/guardian notification may be permitted during a school year.

1. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

F. The District may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17).

1. The District shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions ~~will~~ **may** be prosecuted according to law.[\[3\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

G. Attendance need not always be within school facilities.

1. 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.[\[5\]](#)[\[7\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[32\]](#)

H. All absences occasioned by observance of the student's religion on a day approved by the District as a religious holiday shall be excused.

1. A penalty shall not be attached to an unexcused absence for a religious holiday.[\[19\]](#)

I. The District shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board.

1. 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 District of the child's attendance record.

2. The Board shall not provide transportation to religious instruction.

3. A penalty shall not be attached to an unexcused absence for religious instruction.[\[19\]](#)[\[20\]](#)

J. The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.[\[6\]](#)[\[9\]](#)

1. Such written request must be presented to the building principal.

K. The District shall recognize other justifiable absences for part of the school day.

1. These shall include medical or dental appointments, court appearances, family emergencies, and other urgent reasons.[\[7\]](#)[\[8\]](#)

L. The District 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.[\[6\]](#)[\[21\]](#)[\[23\]](#)
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.[\[5\]](#)[\[22\]](#)
3. Students fifteen (15) **years of age** or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)
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.[\[21\]](#)
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[15\]](#)[\[21\]](#)

M. The District 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 or ~~his/her~~ **the Superintendent's** designee, when the excusal does not interfere with the student's regular program of studies.[\[5\]](#)[\[14\]](#)[\[32\]](#)
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.[\[23\]](#)
3. Students enrolled in special schools conducted by the Bucks County Intermediate Unit or the Department of Education.[\[5\]](#)

N. Educational Tours and Trips

1. The District may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:[\[6\]](#)[\[10\]](#)
  - a. The parent/guardian submits a written request for excusal prior to the absence.
  - b. The student's participation has been approved by the Superintendent or ~~his/her~~ **the Superintendent's** designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
2. The District may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

### III. Delegation of Responsibility

- A. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall be responsible for implementing this policy.
- B. This policy shall be constructed to:

1. Ensure a school session that conforms with requirements of state regulations.[\[24\]](#)  
[\[25\]](#)[\[26\]](#)
  2. Govern the keeping of attendance records in accordance with state statutes.[\[11\]](#)  
[\[27\]](#)
  3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.  
[\[9\]](#)
  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.[\[12\]](#)[\[28\]](#)
  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. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute.
    - a. 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~~ **may** be prosecuted without notice.[\[12\]](#)[\[13\]](#)[\[28\]](#)[\[29\]](#)
- C. 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.[\[30\]](#)[\[31\]](#)

#### **Revision History:**

**February 22, 2018**

#### Legal

1. 24 P.S. 1301
2. 22 PA Code 11.12
3. 22 PA Code 12.1
4. Pol. 200
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 22 PA Code 11.23
8. 22 PA Code 11.25
9. 22 PA Code 11.41
10. 22 PA Code 11.26
11. 24 P.S. 1332
12. 24 P.S. 1333
13. 24 P.S. 1354

14. 22 PA Code 11.22  
15. 22 PA Code 11.28  
16. Pol. 115  
17. Pol. 117  
18. Pol. 118  
19. 22 PA Code 11.21  
20. 24 P.S. 1546  
21. 24 P.S. 1330  
22. 22 PA Code 11.32  
23. 22 PA Code 11.34  
24. 22 PA Code 11.1  
25. 22 PA Code 11.2  
26. 22 PA Code 11.3  
27. 24 P.S. 1339  
28. 24 P.S. 1338  
29. 22 PA Code 11.24  
30. 24 P.S. 510  
31. 24 P.S. 1318  
32. Pol. 116  
24 P.S. 510.2  
24 P.S. 1326  
24 P.S. 1327.1  
24 P.S. 1333.1  
24 P.S. 1333.2  
22 PA Code 11.5  
22 PA Code 11.8  
22 PA Code 11.13  
22 PA Code 11.31  
22 PA Code 11.31a  
42 Pa. C.S.A. 6302  
Pol. 103.1  
Pol. 113  
Pol. 113.3  
Pol. 114  
Pol. 137



Book	Policy Manual
Section	200 Pupils
Title	Family Educational Trips
Code	204.1
Status	Policy Committee Review
Adopted	July 19, 2004
Last Revised	April 22, 2014

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that although students have the responsibility to contact teachers and make-up assignments missed, it is not possible to obtain the benefit of classroom interaction with teachers and students unless students are in regular attendance at school.

**B.** Therefore, while the Board discourages unnecessary absences from school, it recognizes that, depending upon the circumstances, it may be necessary to approve family trips of educational value but only within the context of school purposes and school law.

## II. Guidelines

A. Parents who are planning to take their child on an educational trip during the time that school is in session may request an excused absence for the student.

**B.** Consideration of such a request is dependent on ~~these~~ **the following** conditions:

1. Approved trips will normally be limited to five (5) school days in any given academic year.

2. Any days beyond the maximum of five (5) days permitted ~~will~~ **may** be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action ~~will~~ **may** be taken.

3. The Board and administration strongly advise parents not to plan educational trips within the first or last ten (10) days for the school term.

**4.** Except under extenuating circumstances, educational trips will not be approved on days when achievement tests or final exams are scheduled.

~~4.~~ **5.** Requests should normally be submitted by the parent or guardian fifteen (15) school days prior to the student's anticipated absence using the proper form which may be

secured from the school principal's office.

~~5.~~ **6.** The following will be taken into consideration by the principal in granting permission for the trip:

- a. The student's academic standing.
- b. The student's attendance record.
- c. The effect the absence will have on the student's educational welfare.
- d. Exceptionality of the request.
- e. The principal shall respond in writing within five (5) school days prior to the start of the trip.

~~6.~~ **7.** When approval is granted before the trip is taken, the student's absence will be excused.

**8.** If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence.

**9.** Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused.

~~7.~~ **10.** The student is expected to complete all school work that is assigned during the approved absence.

**a.** Such assignments will be given to the student immediately prior to the absence.

~~8.~~ **11.** It will be the student's responsibility to contact teachers and make-up assignments missed.

### **III. Delegation of Responsibility**

A. The Superintendent is authorized to grant exceptions to this policy on a case-by-case basis.

#### **Revision History:**

**April 22, 2014**





Book	Policy Manual
Section	200 Pupils
Title	Postgraduate Students
Code	205
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	April 29, 2002

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Authority**

A. It shall be the policy of the Board to assume no responsibility for making its regular educational program available to ~~district~~ **District** residents who are high school graduates or who have attained the age of twenty-one (21) years; nor shall the Board be responsible for continuing education for such residents in the schools of any other district.

### **Revision History:**

**April 29, 2002**



Book	Policy Manual
Section	200 Pupils
Title	Assignment Within District
Code	206
Status	Policy Committee Review
Adopted	December 15, 2008

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board directs that the assignment of students to classes and schools within the ~~district~~ **District** shall be consistent with the educational needs and abilities of students and the best use of ~~district~~ **District** resources.[\[1\]](#)

B. The Superintendent shall promulgate procedures for handling parent/guardian requests regarding classroom assignment for twins and other multiples as required by law.[\[2\]](#)

Legal	1. 24 P.S. 1310
	2. 24 P.S. 1310.1



Book	Policy Manual
Section	200 Pupils
Title	Classroom Placement of Twins/Higher Order Multiples
Code	206.1
Status	Policy Committee Review

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Purpose**

**A. A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that these twin or other higher order multiple children be placed in the same classroom or in separate classrooms.**

## **II. Guidelines**

**A. The request for classroom placement must be made to the building principal no later than ten (10) calendar days after the first day of each school year or ten (10) calendar days after the first day of the children's attendance.**

**B. The school shall provide the classroom placement requested by the parent/guardian, with the following exceptions:**

**1. If after consultation with the Superintendent or the Superintendent's designee, the principal determines that an alternative placement is necessary.**

**2. If after consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom.**

**a. The principal may then determine the appropriate classroom placement for the siblings.**

**3. If the request for separate classroom placement would require the District to add an additional class to the grade level of the siblings.**

**C. The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children's education.**

## **III. Appeal Procedure**

**A. A parent/guardian may appeal the principal's classroom placement of twins or higher order multiples by submitting a written request to the Superintendent within**

**five (5) school days of the principal's decision.**

**B. The principal shall promptly provide the Superintendent or the Superintendent's designee with a written report including a statement of the basis for the principal's recommendation.**

**The Superintendent or the Superintendent's designee shall prepare a similar written report if Board involvement becomes necessary to resolve the issue.**

Legal

1. 24 P.S. 1310

2. 24 P.S. 1310.1



Book	Policy Manual
Section	200 Pupils
Title	Confidential Communications of Students
Code	207
Status	Policy Committee Review
Adopted	May 28, 1997
Last Revised	July 16, 2007

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that some written and oral communications between students and school personnel are confidential.

## II. Authority

A. The Board directs school personnel to comply with all federal and State laws, Department of Education regulations and Board ~~policy~~ **policies** concerning confidential communications of students.

## III. Guidelines

A. Information received in confidence from a student may be revealed to the student's parent/guardian, building principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.[\[1\]](#)

B. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.[\[1\]](#)[\[2\]](#)[\[3\]](#)

## IV. Delegation of Responsibility

A. In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities.

B. In qualifying circumstances, the building principal may reveal confidential information to a student's parents or legal guardians and other appropriate authorities, including law enforcement personnel.

### **Revision History:**

**July 16, 2007**

Legal

1. 22 PA Code 12.12
2. 42 Pa. C.S.A. 5945
3. 42 Pa. C.S.A. 8337



Book	Policy Manual
Section	200 Pupils
Title	Withdrawal From School
Code	208
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board affirms that —while statute requires attendance of each student only between the ages of 8 and 17, —it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.[\[1\]](#)

## II. Authority

A. The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the ~~district~~ **District** should be used to assist the student in reaching his/her **the student's** career goals.

**B.** No student of compulsory school age will be permitted to withdraw without the written consent of a parent/**guardian** and other justification.

## III. Delegation of Responsibility

A. The Superintendent shall develop procedures for withdrawal from school which:

- 1.** make counseling services available to any student who wishes to withdraw;
- 2.** make every effort to satisfy the student's future educational needs;
- 3.** approve the withdrawal of students attending college full-time;
- 4.** help the student define his/her **the student's** own educational life goals and help plan the realization of those goals;
- 5.** inform the student of the tests for General Educational Development and the Certificate of Preliminary Education; and
- 6.** assure the timely return of all ~~district~~ **District**-owned supplies and equipment in the possession of the student.[\[2\]](#)

Legal

1. 24 P.S. 1326

2. 22 PA Code 11.4





Book	Policy Manual
Section	200 Pupils
Title	Health Examinations
Code	209
Status	Administrative Review
Adopted	March 29, 1993
Last Revised	June 28, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Authority

A. In compliance with the School Code, the Board shall require that District students submit to health and dental examinations in order: [\[1\]](#)[\[2\]](#)[\[11\]](#)[\[12\]](#)

1. To protect the school community from the spread of communicable disease.
2. To ensure that the student's participation in health, safety and physical education courses meets ~~his/her~~ **the student's** individual needs.
3. To ensure that the learning potential of each student is not lessened by a remediable physical disability.

## II. Guidelines

A. Each student shall be required to have a comprehensive health examination upon original entry, while in sixth grade and **while** in eleventh grade. [\[1\]](#)[\[3\]](#)[\[11\]](#)

1. Parents/Guardians are requested to have examinations conducted by the family physician.
2. The school physician will conduct the examination if one is not done by the family physician.

B. Each student shall be required to have a comprehensive dental examination upon original entry, while in third grade and **while** in seventh grade. [\[2\]](#)[\[3\]](#)[\[11\]](#)

1. Parents/Guardians are requested to have examinations conducted by the family dentist.
2. The school dentist will conduct the examination if one is not done by the family dentist.

C. A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.[\[3\]](#)

D. 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.

E. Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable at intervals established by the District.[\[1\]](#)[\[11\]](#)[\[13\]](#)

F. A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her **the student's** religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.[\[4\]](#)[\[5\]](#)

G. 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.[\[1\]](#)[\[6\]](#)[\[11\]](#)

1. The parent/guardian shall be required to report to the school the action taken subsequent to such notification.
2. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her **the parent/guardian** of the availability of public assistance.
3. Where no action is taken, the school physician may conduct further examinations.

H. Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified.[\[7\]](#)[\[8\]](#)[\[9\]](#)

1. 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.
2. 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 belief.

I. Students without the necessary physical and dental examinations on record, except for those exempt for religious reasons, will be ineligible to participate in co-curricular and extra-curricular activities, as well as field trips and class trips.

### III. Delegation of Responsibility

A. The Superintendent or his/her **the Superintendent's** designee shall instruct all staff members to continually observe students for conditions that indicate physical defect or disability and to promptly report such conditions to the school nurse.[\[1\]](#)

B. The Superintendent or his/her **the Superintendent's** designee shall request an adequate health record from the transferring school for each student transferring into the District.[\[10\]](#)

C. The Superintendent or his/her **the Superintendent's** 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).[\[6\]](#)

**Revision History:****June 28, 2018**

## Legal

1. 24 P.S. 1402
2. 24 P.S. 1403
3. 24 P.S. 1407
4. 24 P.S. 1419
5. 28 PA Code 23.45
6. 24 P.S. 1406
7. 24 P.S. 1405
8. 28 PA Code 23.2
9. 20 U.S.C. 1232h
10. 24 P.S. 1409
11. 22 PA Code 12.41
12. 24 P.S. 1401
13. 28 PA Code 23.1 et seq
- 24 P.S. 1401-1419
- 22 PA Code 403.1
- Pol. 216
- Pol. 800



Book	Policy Manual
Section	200 Pupils
Title	Medications
Code	210
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	April 22, 2014

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

**A.** The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber 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.

~~A.~~ **B.** The Board shall not be responsible for the diagnosis and treatment of student illness.

## II. Definitions

A. For purposes of this policy, "**medication**" shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

B. For purposes of this policy, "~~licensed prescriber(s)~~" shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physician's assistants.

## III. Authority

A. The Board directs all ~~district~~ **District** employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

B. 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. [\[1\]](#)[\[2\]](#)

## IV. Delegation of Responsibility

A. The Superintendent or **the Superintendent's** designee, in conjunction with the Certified School Nurse (CSN), shall develop ~~administrative regulations~~ **policies** for the administration

and self-administration of students' medications.

B. All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

C. In the event of an emergency, a ~~district~~ **District** employee may administer medication when ~~s/he~~ **the employee** believes, in good faith, that a student needs emergency care.[3]

D. The Certified School Nurse may collaborate with parents/guardians, ~~district~~ **District** administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[4][5]

E. The policy ~~and administrative regulations~~ for administration of medications shall be reviewed, at least every two (2) years, **and revised as necessary** by a committee consisting of the Certified School Nurse, school physician, school dentist, designated administrators ~~and revised as necessary~~.

## V. Guidelines

A. The ~~district~~ **District** shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

B. All standing medication orders and parental/**guardian** consents shall be renewed at the beginning of each school year.

C. Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[6][7]

D. Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[8][9]

### E. Delivery and Storage of Medications

1. All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian.

**2.** All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication.

**3.** Medications that require refrigeration shall be stored in a refrigerator.

**4.** The ~~district~~ **District** shall not store more than a thirty-day supply of an individual student's medication.

~~2.~~ **5.** Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

~~3.~~ **6.** Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

~~4.~~ **7.** Prescription medication shall be delivered in its original packaging and labeled with:

- a. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
- b. Student's name.
- c. Directions for use (dosage, frequency and time of administration, route, special instructions).
- d. Name and registration number of the licensed prescriber.
- e. Prescription serial number.
- f. Date originally filled.
- g. Name of medication and amount dispensed.
- h. Controlled substance statement, if applicable.

~~5.~~ **8.** All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

#### F. Disposal of Medications

1. Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:
  - a. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
  - b. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
  - c. Methods for safe and environmentally friendly disposal of medications.
  - d. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff.
  - e.** Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

#### G. Student Self-Administration Of Emergency Medications

1. Prior to allowing a student to self-administer emergency medication, the ~~district~~ **District** shall require the following:[9]
  - a. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
  - b. Written parent/guardian consent.
  - c. An Individual Health Plan including an Emergency Care Plan.
  - d. The nurse shall conduct a baseline assessment of the student's health status.

- e. The student shall demonstrate administration skills to the nurse and responsible behavior.
- 2. The nurse may provide periodic assessments of the student's self-management skills, if deemed necessary.
- 3. The student shall notify the school nurse immediately following each occurrence of self-administration of medication.
- 4. Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication.
- 5.** Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

H. Administration of Medication During Field Trips and Other School-Sponsored Activities

- 1. The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]
- 2. Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:
  - a. Assigning school nursing staff to be available.
  - b. Utilizing a licensed person from the school ~~district's~~ **District's** substitute list.
  - c. Contracting with a credible agency which provides temporary nursing services.
  - d. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
  - e. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
  - f. Asking parent/guardian to accompany the child on the field trip, Consistent with Board Policy 916.[11]
  - g. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.
- 3. Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.[10]

**Revision History:**

**April 22, 2014**

## Legal

1. 24 P.S. 510
2. 22 PA Code 12.41
3. 42 Pa. C.S.A. 8337.1
4. Pol. 103.1
5. Pol. 113
6. 24 P.S. 1409
7. Pol. 216
8. 24 P.S. 1414.1
9. Pol. 210.1
10. Pol. 121
11. Pol. 916
- 24 P.S. 1401
- 24 P.S. 1402

Pennsylvania Department of Health "Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care" March 2010

Pol. 000





Book	Policy Manual
Section	200 Pupils
Title	Medication/Treatment Guidelines
Code	210.1
Status	Policy Committee Review

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Purpose**

**A. This policy is developed by the District for the administration and self administration of students' medication.**

## **II. Guidelines**

**A. The Medication/Treatment Dispensing Form must be completed by both the prescribing licensed provider (physician, dentist) and the parent/guardian for all medication (prescription and over the counter) that must be administered during the school day.**

**B. No medication will be administered without the proper completion of the Medication/Treatment dispensing form.**

**C. Medication will be administered to a student during school hours only when such medication is needed by the student to remain in school and administration is required during school hours.**

**1. If possible, prescribing licensed providers should time administration of medication before or after school.**

**D. Prescription medication as well as non-prescription medications must be delivered to the school nurse or principal in the original labeled pharmacy container or box by a parent/guardian.**

**E. In cases where the Medication/Treatment Dispensing Form is not available and administration of the medication is necessary, nurses may obtain verbal orders from the attending physician by phone for the first day only.**

**F. In order for the medication to be administered the following day, a signed Medication/Treatment Dispensing Form must be received.**

**G. Failure to provide documentation will require the parent/guardian to be present in school to administer the medication personally.**

**H. Under no circumstances will the first dose of an antibiotic be given at school due to the risk of an adverse reaction.**

**I. In accordance with Act 187 of the school code and District procedures, students requiring rescue inhalers and epinephrine may be permitted to carry and self administer medications with a completed Self Administration of Medication form and a competency assessment by the school nurse.**



Book	Policy Manual
Section	200 Pupils
Title	Possession/Use of Asthma Inhalers/Epinephrine Auto Injectors
Code	<del>210.1</del> 210.2
Status	Policy Committee Review
Adopted	August 29, 2005
Last Revised	June 27, 2011

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Authority

A. The Board shall permit students in ~~district~~ **District** schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.[\[1\]](#)[\[2\]](#)

## II. Definitions

### **A. For the purposes of this policy, the following definitions shall apply:**

~~A.~~ **1. "Asthma inhaler"** shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.[\[3\]](#)

~~B.~~ **2. "Epinephrine auto-injector"** shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

~~C.~~ **3. "Self-administration"** shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

## III. Guidelines

A. Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:[\[1\]](#)[\[4\]](#)

1. A written request from the parent/guardian that the school complies with the order of the licensed physician certified registered nurse practitioner or physician assistant.

2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the ~~district~~ **District** and its employees of responsibility for the benefits or consequences of the prescribed medication.

3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:

- a. Name of the drug.
- b. Prescribed dosage.
- c. Times medication is to be taken.
- d. Length of time medication is prescribed.
- e. Diagnosis or reason medication is needed, unless confidential.
- f. Potential serious reaction or side effects of medication.
- g. Emergency response.
- h. If child is qualified and able to self-administer the medication.

B. The student shall notify the school nurse ~~immediately~~ following each use of an asthma inhaler or epinephrine auto-injector.[1]

C. The ~~district~~ **District** reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.[1]

D. A written request for student use of an asthma inhaler and/or epinephrine [1] auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

E. Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[5][6]

F. A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication.

**1.** Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.[1]

G. Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.[1][7][8][9]

**H.** Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.

~~H.~~ **I.** If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege or self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student.

**1.** The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.[10]

I. ~~1.~~ The district **District** shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct. ~~[1][11]~~[8]

J. ~~The district shall post in this policy on the district web site, if available.~~

#### IV. Delegation of Responsibility

A. The Superintendent or **the Superintendent's** designee, in conjunction with the school nurse(s), may develop ~~administrative regulations~~ **policies** for student possession of asthma inhalers or epinephrine auto-injectors and self-administration of prescribed medication.

#### Revision History:

June 27, 2011

Legal	1. 24 P.S. 1414.1
	2. Pol. 103.1
	3. 24 P.S. 1401
	4. 22 PA Code 12.41
	5. 24 P.S. 1409
	6. Pol. 216
	7. Pol. 113.1
	8. Pol. 218
	9. Pol. 227
	10. 24 P.S. 1414/1
	11. 22 PA Code 12.3



Book	Policy Manual
Section	200 Pupils
Title	Reporting Student Progress
Code	212
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that communication between school and home is a vital component in the growth and education of each student.

**B.** The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress.[1]

## II. Authority

A. The Board directs that the ~~district's~~ **District's** instructional program shall include a system of measuring all students' academic progress.[2][3][4][5]

B. The Board directs the Superintendent to establish a system of reporting student progress that includes academic progress reports, grade reports, and parent/guardian conferences with teachers.

## III. Delegation of Responsibility

A. The Superintendent or **the Superintendent's** designee shall develop ~~administrative regulations~~ **systems** for reporting student progress to parents/guardians.

B. All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.[2][3]

## V. Guidelines

A. Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized.

B. Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.

C. Scheduling of parent-teacher conferences shall occur at times that ensure the greatest degree of participation by parents/guardians.

D. Grade reports shall be issued at intervals of not less than once per marking period.

E. Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.

Legal

1. Pol. 216
2. 24 P.S. 1531
3. 24 P.S. 1532
4. 22 PA Code 4.11
5. Pol. 127
- 24 P.S. 510
- Pol. 102
- Pol. 138



Book	Policy Manual
Section	200 Pupils
Title	Assessment of Student Progress
Code	213
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	October 17, 2016

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that a system of assessing student achievement can help students, teachers, and parents to understand and evaluate a student's progress toward educational goals and academic standards.

## II. Definition

A. For the purpose of this policy, "**assessment**" shall be defined as the system of measuring and recording student progress and achievement that enables the student, parents/**guardians** and teachers to determine a student's attainment of established academic standards and to:**[1]**  
**[8]**

1. Learn the student's strengths and weaknesses.
2. Plan an educational and vocational future for the student in areas of the greatest potential for success.
3. Know where instructional work, including remediation and enrichment are required.

## III. Authority

A. The Board directs that the District's instructional program shall include a system of assessing all students' academic progress.

**B.** The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.**[1][2][3][4][5][7][9]**

~~B.~~ **C.** Students with disabilities shall be included in the District's assessment system, with appropriate accommodations when necessary.**[5]**



~~E.~~ **D.** The District's assessment system shall include a variety of assessment strategies which may include:[5]

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.
4. Other demonstrations, performances, products or projects by students related to specific academic standards.[6]
5. Examinations developed by teachers to assess specific academic standards.
6. Nationally-available achievement tests.
7. Diagnostic assessments.
8. Evaluations of portfolios of student work related to achievement of academic standards.
9. Other measures, as appropriate, which may include standardized tests.

#### **IV. Delegation of Responsibility**

A. The Superintendent or his/her **the Superintendent's** designee shall develop and implement procedures to assess student progress, in accordance with District goals and regulations of the State Board of Education.[5]

#### **V. Guidelines**

- A. At the outset of any course of study, each student should be informed about the academic standards to be attained.
- B. Each student should be kept informed of his/her **the student's** personal progress during the units of a course of study.
- C. Methods of assessment shall be appropriate to the course of study and the maturity of students.
- D. Assessment strategies should objectively evaluate and reward students for their efforts.
- E. Students should be encouraged to assess their own academic achievements.
- F. All assessment systems shall be subject to continuing review and revision.
- G. Staff, students, and parents should be involved in the continuing program of assessment review.

#### **Revision History:**

**October 17, 2016**

Legal

1. 22 PA Code 4.11
2. 24 P.S. 1531
3. 24 P.S. 1532
4. Pol. 102
5. 22 PA Code 4.52
6. Pol. 217
7. 22 PA Code 4.51
8. 22 PA Code 4.12
9. Pol. 127



Book	Policy Manual
Section	200 Pupils
Title	Class Rank
Code	214
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parents and others of their relative academic placement among their peers under relatively similar circumstances.

## II. Authority

A. The Board authorizes a system of class ranking, by grade point average, for students in grades 9-12.

**B.** All students shall be ranked together.

~~B.~~ **C.** Class rank shall be computed by the final grade in all subjects for which credit is awarded.

~~C.~~ **D.** Any two or more students whose computed grade point averages are identical shall be given the same rank.

**E.** The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

~~D.~~ **F.** A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Board's policy on release of student records.[1]

~~E.~~ **G.** Rank in class shall be entered on students' records and on all transcripts where they will be available for review by authorized persons.

## III. Delegation of Responsibility

A. The Superintendent shall develop procedures for the computation of grade point averages and the assignment of rank in class to implement this policy which shall include a:

- 1.** determination of class rank for students graduating before their class;

**2.** system for fairly averaging make-up courses; and

**3.** statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released.

Legal

1. Pol. 216



Book	Policy Manual
Section	200 Pupils
Title	Promotion and Retention
Code	215
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	March 22, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The District recognizes that the emotional, social, physical and educational growth of students varies and that students should be placed in the educational setting that best meets their needs.

## II. Authority

A. Students shall be moved forward in a continuous pattern of achievement and growth that corresponds with ~~his/her~~ **the student's** own development and the system of grade levels and academic standards established for each grade.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

B. A student shall be promoted when ~~he/she~~ **the student** has successfully:

1. Completed the course requirements at the presently assigned level.
2. Achieved the academic standards established for the present level, based on the professional judgment of ~~his/her~~ **the student's** teachers and the results of assessments.[\[5\]](#)[\[6\]](#)
3. Demonstrated proficiency to move ahead to the educational program of the next level.
4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.

## III. Delegation of Responsibility

A. The recommendation of the classroom teacher shall be required for promotion or retention of a student.

**B.** The decision shall be based upon a comprehensive review of all available performance data.[\[5\]](#)

~~B.~~ **C.** Students with Individualized Education Programs (IEPs) or 504 service agreements shall not be candidates for retention.

~~C.~~ **D.** The building principal shall notify parents/guardians of students who may be retained as well as the Director of Education no later than April 1st of each year.

~~D.~~ **E.** If a parent/guardian rejects the recommendation for retention, such rejection shall be included in the student's cumulative file.

~~E.~~ **F.** No student shall be retained more than one time.

**Revision History:**

**March 22, 2018**

Legal

1. 24 P.S. 1531
2. 24 P.S. 1611
3. 24 P.S. 1613
4. 22 PA Code 4.42
5. 24 P.S. 1532
6. Pol. 213
7. 22 PA Code 4.12
8. 22 PA Code 4.13



Book	Policy Manual
Section	200 Pupils
Title	Student Records
Code	216
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	November 30, 2017

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy.

**B.** The District shall maintain educational records for students for legitimate educational purposes.

## II. Authority

A. The Board recognizes its responsibility for compilation, retention, disposition and security of student records.

**B.** The Board also recognizes the legal requirement to maintain the confidentiality of student records. [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[8\]\[10\]\[11\]\[12\]\[13\]\[14\]\[15\]](#)

~~B.~~ **C.** The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines.

## III. Delegation of Responsibility

A. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall be responsible for implementing and monitoring the adopted student records plan which meets all legal requirements.

B. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall establish safeguards to protect the student and ~~his/her~~ **the student's** family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.

C. District staff shall compile only those educational records mandated by federal and state laws and regulations.

D. In accordance with law, 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.[\[6\]](#)[\[7\]](#)[\[16\]](#)

#### **IV. Guidelines**

A. The District's plan for compilation, retention, disclosure and security of student records shall provide for the following:

1. Informing parents/guardians and eligible students eighteen (18) years and older of their rights and the procedures to implement those rights, annually and upon enrollment.[\[17\]](#)
2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.[\[18\]](#)[\[19\]](#)[\[20\]](#)
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the district.
4. Establishing guidelines for disclosure of information and data in student records.[\[21\]](#)
5. Maintaining a record of access and release of information for each student's records.[\[22\]](#)
6. Assuring appropriate retention and security of student records.
7. Transferring education records and appropriate disciplinary records to other school districts.[\[8\]](#)

B. Procedures for disclosure of student records shall apply equally to military recruiters and postsecondary institutions.[\[9\]](#)

C. Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.[\[2\]](#)

#### **Revision History:**

**November 30, 2017**



## Legal

1. 22 PA Code 4.52
2. 22 PA Code 12.31
3. 22 PA Code 12.32
4. 22 PA Code 15.9
5. 20 U.S.C. 1232g
6. 24 P.S. 1532
7. Pol. 215
8. 24 P.S. 1305-A
9. Pol. 250
10. 24 P.S. 1306-A
11. 24 P.S. 1402
12. 24 P.S. 1409
13. 24 P.S. 1533
14. 34 CFR Part 99
15. 34 CFR Part 300
16. Pol. 212
17. 34 CFR 99.7
18. 34 CFR 99.10
19. 34 CFR 99.11
20. 34 CFR 99.12
21. 34 CFR 99.30-99.39
22. 34 CFR 99.32
- 22 PA Code 16.65
- Pol. 113
- Pol. 113.1
- Pol. 216.1



Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Code	216.1
Status	Policy Committee Review
Adopted	January 5, 1998
Last Revised	December 15, 2008

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## A. Authority

A. The school ~~district~~ **District** shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.[\[1\]](#)[\[3\]](#)[\[4\]](#)[\[6\]](#)

## II. Guidelines

### A. Adjudicated Students

1. Building principals shall receive from the court, through the juvenile probation department, information concerning the adjudication of an enrolled student.

**a.** Such reports ~~shall~~ **should** 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.[\[3\]](#)

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

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

### B. Transfer Students

1. Upon registration and prior to admission to the school ~~district~~ **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.

- a.** 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.[\[1\]](#)
2. Parents/Guardians shall be informed that any willfully false statements concerning this registration shall be a misdemeanor of the third degree.[\[1\]](#)
3. This registration statement shall be maintained as part of the student's disciplinary record.
4. When a student transfers to a ~~district~~ **District** school from another school district, a nonpublic school, or other school within this ~~district~~ **District**, the ~~district~~ **District** shall obtain 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.[\[4\]](#)[\[5\]](#)
5. When a student transfers from a ~~district~~ **District** school to another school district, a nonpublic school or other school within the ~~district~~ **District**, the ~~district~~ **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.

**Revision History:**

**December 15, 2008**

Legal

1. 24 P.S. 1304-A
3. 42 Pa. C.S.A. 6341
4. 24 P.S. 1305-A
5. Pol. 216
- 20 U.S.C. 1232g
- 20 U.S.C. 7165
6. 24 P.S. 1307-A



Book	Policy Manual
Section	200 Pupils
Title	Graduation Requirements
Code	217
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	March 22, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The District will acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.

## II. Authority

A. The District shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a culminating project, and satisfactory results of District and/or state assessments aligned with academic standards.[\[1\]\[2\]\[20\]](#)

B. The District shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by this Board as part of the District's Comprehensive Plan.[\[1\]\[4\]\[5\]\[6\]\[7\]](#)

D. The District shall permit a student with a disability, who has attended at least four (4) years of high school, to participate in commencement ceremonies with ~~his/her~~ **the student's** graduating class and receive a certificate of attendance, even if the student's Individualized Education Plan (IEP) prescribes continued educational services.

1. The student may receive a high school diploma when ~~he/she~~ **the student** completes ~~his/her~~ **the student's** Individualized Education Plan (IEP).[\[8\]\[9\]\[10\]](#)

E. A list of all candidates for the award of a diploma shall be submitted to the Board for ratification.

F. Requirements for graduation shall include the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards.[\[5\]\[11\]\[12\]\[13\]](#)

G. The Board requires that each candidate for graduation shall earn twenty-eight (28) credits to graduate.

H. The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.[14][15]

I. A student may qualify for graduation by attending a District school part-time when officially enrolled part-time in a postsecondary institution.[16][15]

## II. Delegation of Responsibility

A. The Superintendent or his/her **the Superintendent's** designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.

## III. Guidelines

A. Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.[17][18]

B. Students shall be informed of graduation requirements they are required to complete.

C. Periodic (~~not less than once per marking period~~) warnings shall be issued (**not less than once per marking period**) to a student and the student's parents/guardians when the student is in danger of not fulfilling graduation requirements.[19]

D. A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants.

1. Such exclusion shall be regarded as a school suspension.

### **Revision History:**

**March 22, 2018**

## Legal

1. 22 PA Code 4.24
2. 22 PA Code 4.51
4. 24 P.S. 1611
5. 24 P.S. 1613
6. 22 PA Code 4.13
7. Pol. 100
8. 24 P.S. 1614
9. 22 PA Code 11.27
10. Pol. 113
11. 22 PA Code 4.12
12. Pol. 102
13. Pol. 127
14. 22 PA Code 11.4
15. 22 PA Code 11.8
16. 22 PA Code 11.5
17. Pol. 213
18. Pol. 216
19. Pol. 212
20. 22 PA Code 4.52



Book	Policy Manual
Section	200 Pupils
Title	Awarding of Credit
Code	217.2
Status	Policy Committee Review
Adopted	April 15, 2013

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. Completion of college courses may be counted for graduation credit.

**B.** Students must complete the ~~district~~ **District** pre-approval application form to initiate a request for credit through college courses.

## II. Delegation of Responsibility

A. For college level courses, syllabi and assessment requirements must be examined by the ~~district~~ **District** staff to determine content equivalency to the New Hope-Solebury curriculum in order to determine fulfillment of graduation requirements.

## III. Guidelines

A. A typical three-credit college course would equate to 1.0 credit in New Hope.

B. Credit will be awarded by the building principal upon receipt of an official transcript showing successful completion of the course.

C. No letter grades will be recognized for these offerings.

**D.** A pass or fail grade will be recorded on the transcript.

**E.** If the course being taken is a regular offering of the school ~~district~~ **District**, students will be required to pass the ~~district~~ **District** final exams in order to access prerequisite requirements.



Book	Policy Manual
Section	200 Pupils
Title	Awarding of Credit Through Private Tutoring
Code	217.3
Status	Policy Committee Review
Adopted	April 15, 2013

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. Credits earned through private tutoring may be counted for graduation credit.

**B.** Students must complete the ~~district~~ **District** pre-approval application form to initiate a request for credit through private tutoring.

## II. Guidelines

A. For private tutoring **to count** for credit, students and tutors will utilize approved ~~district~~ **District** courses of study provided by the school ~~district~~ **District**.

B. Students seeking credit through private tutoring will:

1. Secure the services of a teacher with Pennsylvania certification in the subject to be tutored.
2. Agree to complete all the components of the instructional plan developed by the ~~district~~ **District**, which may include specific assignments, projects, final assessments, and/or a final examination required by the departments.
3. Be directly supervised for all hours of instruction by the instructor, who must submit a report to the ~~district~~ **District** at the end of the course providing evidence that the course objectives have been met.
4. Meet for a minimum of thirty-six (36) hours of one-on-one instruction to be awarded one (1) full credit, or eighteen (18) hours of one-on-one instruction for one-half (1/2) credit.

C. Credit will be awarded upon notification that the student has successfully completed all requirements.

D. No letter grades will be recognized for these offerings.

**E.** A pass or fail grade will be recorded on the transcript.







Book	Policy Manual
Section	200 Pupils
Title	Awarding of Credit - Other Educational Experience
Code	217.4
Status	Policy Committee Review
Adopted	June 23, 2014

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. In unique situations, where a student cannot access a desired course of study through New Hope-Solebury or one of its recognized online course providers (~~the Bridges Program, Virtual High School, or the Harvard Extension Program~~), an alternative to traditional means of obtaining credit may be requested.

**B.** Students may seek to earn credit through other educational experiences outside the normal school setting through an online option other than those currently offered by the school district **District**.

**C.** This alternative may be permitted to help meet the unique needs of students pending submission of the required application and the approval of the principal and another administrator.

## II. Guidelines

A. Any Keystone course must be completed prior to the administration of the culminating Keystone exam offered in the summer and the Keystone exam must be passed prior to moving on to the next course in the progression.

B. Students must complete the ~~district~~ **District** pre-approval application form to initiate a request for credit through an online educational experience at least four weeks prior to seeking approval.

C. Credit may be earned by students involved in online educational experiences before during, or after the regular school year.

## III. Authority

A. Approval for an online educational experience must be obtained from the high school principal on a case-by-case basis.

**B.** The institution offering the program must be accredited by the Commonwealth of Pennsylvania (or comparable state regulatory agency for out-of-state programs) or the Middle States Association (or comparable regional accreditation agency affiliated with the Commission on Secondary Schools or the Commission on Higher Education).

~~B.~~ **C.** Progress on course completion and credits earned will be the responsibility of the student and parent/guardian and is to be reported to the student's counselor at both the mid-semester and upon the completion of the course.

**D.** Grading will be consistent with the school district's grading policies and practices.

**E.** Credit will be awarded by the principal upon the recommendation of the student's counselor upon successful completion and submission of all required documentation.

~~C.~~ **F.** A weighted grade will be given for online educational experiences that are aligned to the school district's standards for honors level courses or if the course is designated as an approved AP course as designated by the College Board.



Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Code	218
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	July 16, 2007

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board finds that student conduct is closely related to learning.

**B.** An effective educational program requires a safe and orderly school environment.

## II. Definition

### **A. For the purposes of this policy, the following definitions shall apply.**

~~A.~~ **1. "Corporal punishment"** - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.[\[1\]](#)

## III. Authority

A. The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district ~~district~~ **District** during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

B. The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.[\[3\]](#)[\[4\]](#)[\[5\]](#)

C. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[\[6\]](#)[\[7\]](#)

D. Off-Campus Activities

1. This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

- a. 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.[8][9]
- b. 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.
- c. 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.
- d. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.
- e. The conduct involves the theft or vandalism of school property.

#### IV. Guidelines

A. Any student disciplined by a ~~district~~ **District** employee shall have the right to notice of the infraction.[10]

B. Suspensions and expulsions shall be carried out in accordance with Policy 233.[10]

##### C. Corporal Punishment

1. The Board prohibits the use of corporal punishment to discipline students for violations of ~~district~~ **District** policies, rules or regulations.[11]

2. Reasonable force may be used by teachers and school authorities under any of the following circumstances:

- a.** to quell a disturbance,
- b.** obtain possession of weapons or other dangerous objects,
- c.** for the purpose of self-defense, and
- d.** for the protection of persons or property.[11]

#### V. Delegation of Responsibility

A. The Superintendent or **the Superintendent's** designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

B. The Superintendent or **the Superintendent's** designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities.

**1.** A copy of the Code of Student Conduct shall be available in each school library and school office.[3][7]

C. 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.

D. The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the ~~district~~ **District** and to the student's due process right to notice, hearing, and appeal.[\[12\]](#)

E. Teaching staff and other ~~district~~ **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.[\[12\]](#)

**Revision History:**

**July 16, 2007**

Legal

1. 22 PA Code 12.16
2. 24 P.S. 510
3. 22 PA Code 12.3
4. 22 PA Code 12.4
5. Pol. 103
6. 22 PA Code 12.2
7. Pol. 235
8. Pol. 122
9. Pol. 123
10. Pol. 233
11. 22 PA Code 12.5
12. 24 P.S. 1317
- 24 P.S. 1318
- 20 U.S.C. 7114
- 22 PA Code 12.1 et seq
- 22 PA Code 403.1



Book	Policy Manual
Section	200 Pupils
Title	Weapons
Code	218.1
Status	Policy Committee Review
Adopted	November 17, 1997
Last Revised	June 4, 2012

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes the importance of a safe school environment relative to the educational process.

**B.** Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

## II. Definitions

### **A. For the purposes of this policy, the following definitions shall apply:**

~~A. 1.~~ **"Weapon"** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.~~[1][2]~~

~~B. 2.~~ **"Possession"** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and/or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is traveling to or from school **on a school vehicle**.

## III. Authority

A. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school ~~district~~ **District** buildings, onto school property, to any school-sponsored activity, onto any public vehicle providing transportation to school or a school-sponsored activity and/or while the student is traveling to or from school **on a school vehicle**.  
[2][3]

B. The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy.

- 1.** Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.
- 2.** The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)[\[4\]](#)

C. If a student is expelled for making a weapons violation, 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.

D. In the case of a student with disabilities, the ~~district~~ **District** shall take all steps required to comply with the Individuals with Disabilities Education Act (IDEA), Section 504 and Board policy.

**E.** The district shall not discriminate against a student for conduct that is a manifestation of the student's disability, however, as permitted by the IDEA, a student who is in possession of a weapon, as defined in the IDEA, may be unilaterally placed in an alternative setting for up to forty-five (45) days regardless of whether the conduct was found to be a manifestation of his/her **the student's** disability.[\[2\]](#)[\[5\]](#)[\[6\]](#)

#### IV. Delegation of Responsibility

A. The Superintendent or **the Superintendent's** designee shall react promptly to information and knowledge concerning weapons on school property.

**B.** Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding between the district and local law enforcement officials.[\[7\]](#)

~~B.~~ **C.** The Superintendent or **the Superintendent's** designee shall ~~immediately~~ **promptly** report to local law enforcement officials the discovery of any weapon prohibited by this policy and inform the student's parent/guardian.[\[7\]](#)[\[2\]](#)

~~C.~~ **D.** 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.[\[8\]](#)[\[2\]](#)

#### V. Guidelines

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

B. In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited.

**C.** Violations shall be reported to the appropriate law enforcement agency.[\[10\]](#)[\[11\]](#)

~~C.~~ **D. Transfer Students**

1. When the school ~~district~~ **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 that such assignment does not exceed the expulsion period.[\[2\]](#)

~~D.~~ **E. Violation of Policy**



1. Violation of this Board policy may result in disciplinary action, as set forth in the Code of Student Conduct, a copy of which is included in the Parent and Student Handbooks of each school in the ~~district~~ **District**, or in the policy manual, which is on the ~~district's~~ **District's** website under "parent resources".

**Revision History:**

**June 4, 2012**

Legal	1. 24 P.S. 1301-A
	2. 24 P.S. 1317.2
	3. Pol. 218
	4. Pol. 233
	5. 20 U.S.C. 1400 et seq
	6. Pol. 113.1
	7. 24 P.S. 1302.1-A
	8. 24 P.S. 1303-A
	22 PA Code 403.1
	20 U.S.C. 7151
	20 U.S.C. 7114
	10. 18 U.S.C. 921
	11. 18 U.S.C. 922

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Terroristic Threats
Code	218.2
Status	Policy Committee Review
Adopted	February 28, 2000
Last Revised	June 4, 2012

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes the danger that terroristic threats by students presents to the safety and welfare of ~~district~~ **District** students, staff and community.

**B.** The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

## II. Definitions

### **A. For the purposes of this policy, the following definitions shall apply.**

~~A.~~ **1.** "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.[\[8\]](#)

## III. Authority

A. The Board prohibits any ~~district~~ **District** student from communicating terroristic threats directed at any student, employee, Board member, community member, school-sponsored event, school bus, school building or other public building or public transportation.

B. In the case of a student with disabilities, the ~~district~~ **District** shall take all steps required to comply with the Individuals with Disabilities Education Act, Section 504 and Board policy.[\[2\]](#)[\[3\]](#)

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

## IV. Delegation of Responsibility

- A. Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.[\[4\]](#)
- B. The building principal shall immediately inform the Superintendent after receiving a report of such a threat.
- C. The Superintendent or **the Superintendent's** designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat.
- 1.** Such action shall be in compliance with state law and regulation and with the procedures set forth in the district's memorandum of understanding with local law enforcement officials.[\[5\]](#)[\[6\]](#)
- D. 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.[\[7\]](#)
- E. Violation of this Board policy may result in disciplinary action as set forth in the ~~district's~~ **District's** Code of Student Conduct, a copy of which is included in the Parent and Student Handbooks of each school in the district, or in the policy manual, which is on the district's website under "parent resources".

**Revision History:**

**June 4, 2012**

Legal	2. 20 U.S.C. 1400 et seq
	3. Pol. 113.1
	4. 22 PA Code 12.2
	5. 24 P.S. 1302.1-A
	6. Pol. 805
	7. 24 P.S. 1303-A
	8. 18 Pa. C.S.A. 2706

Last Modified by Policy Staff on March 27, 2019



Book	Policy Manual
Section	200 Pupils
Title	Student Complaint Process
Code	219
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that students have the right to request redress of complaints.

**B.** ~~Further, the~~ **The** Board believes that the inculcation of respect for lawful procedures is an important part of the educational process.

**C.** Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.

## II. Authority

A. The Board or its employees will recognize the complaints of the students of this ~~district~~ **District** provided that such complaints are made according to procedures established by Board policy.

B. The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, ~~his/her~~ **the student's** guidance counselor and both shall attempt to resolve the issue informally and directly.

C. The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board.

D. At each step beyond the first, the school authority hearing the complaint may call in the student's parent/**guardian**.

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

Last Modified by Policy Staff on March 27, 2019



Book	Policy Manual
Section	200 Pupils
Title	Expression/Distribution and Posting of Materials
Code	220
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	July 16, 2007

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. 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.

**B.** 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.

**C.** The Board also recognizes that exercise of that right must be limited by the ~~district's~~ **District's** responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.<sup>[1]</sup>

~~B.~~ **D.** This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities.

**E.** Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the ~~district~~ **District** shall be regulated as part of the school ~~district's~~ **District's** educational program.

## II. Definitions

### **A. For the purposes of this policy, the following definitions shall apply.**

~~A.~~ **B. "Distribution" - means** 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.~~

B. **"Expression"** - **means** verbal, written or symbolic representation or communication.

C. **"Nonschool materials"** - **means** 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~~ **District**, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.

D. **"Posting"** - **means** 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~~ **District-sponsored** or student web sites; through other ~~district-owned~~ **District-owned** technology and the like.

### III. Authority

A. 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.<sup>[1]</sup>

B. Student expression that occurs on school property or at school-sponsored events is fully governed by this policy.

~~C. In addition, off-campus~~ **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.<sup>[2][3][1]</sup>

**D. 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.**

**E. 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.**

~~F.~~ **F.** The Board shall require that distribution and posting of **policies or** nonschool materials occur only at the places and during the times set forth in ~~written administrative regulations~~ **policies**.

**1.** 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.<sup>[4][1]</sup>

~~D.~~ **G. Unprotected Student Expression**

1. 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:

- a. Libel of any specific person or persons.
  - b. 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.
  - c. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.[\[3\]](#)
  - d. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
  - e. 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.
  - f. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.
2. Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

**E. H. Discipline for Engaging in Unprotected Expression**

1. 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.
- 2.** The Board reserves the right to discipline students for engaging in unprotected expression.
- 3.** 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.

**F. I. Distribution of Nonschool Materials**

1. 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 **the principal's** designee, who shall forward a copy to the Superintendent.[\[1\]](#)
2. If the nonschool materials contain unprotected expression as stated in this policy, the building principal or **the principal's** designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.
3. 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 materials.
4. 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.

5. 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.

#### G. **J.** Posting of Nonschool Materials

1. 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.
2. Such materials shall be officially dated, and the ~~district~~ **District** may remove the materials ~~within~~ **after** ten (10) days of the posting or other reasonable time as stated in the ~~administrative regulations or~~ procedures relating to posting.

#### H. **K.** Review of Student Expression

1. 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.
2. 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.
3. The review for unprotected expression shall be reasonable and not calculated to delay distribution.
4. Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and ~~district~~ **District** regulations or procedures.[5]

### **IV. Delegation of Responsibility**

A. The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building.

**1.** 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.

B. Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and ~~district~~ **District** regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist.

**1.** Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[6]

C. 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.

#### **Revision History:**

**July 16, 2007**



Legal

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

Last Modified by Policy Staff on April 3, 2019



Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	October 16, 2006

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

## II. Authority

A. The Board has the authority to impose limitations on students' dress in school.

**B** 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.[\[1\]](#)[\[2\]](#)

~~B.~~ **C.** When student dress may constitute student expression, Policy 220 Student Expression/Distribution and Posting of Materials shall apply.[\[1\]](#)[\[3\]](#)

~~C.~~ **D.** 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.[\[2\]](#)

## III. Delegation of Responsibility

A. The building principal or **the principal's** designee shall be responsible to monitor student dress and grooming, and to enforce school rules governing student dress and grooming.

B. The Superintendent or **the Superintendent's** 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.[\[2\]](#)

C. Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[\[4\]](#)

**Revision History:**

**October 16, 2006**

Legal

1. 24 P.S. 1317.3
2. 22 PA Code 12.11
3. Pol. 220
4. Pol. 325

Last Modified by Policy Staff on April 3, 2019



Book	Policy Manual
Section	200 Pupils
Title	Tobacco Use
Code	222
Status	Policy Committee Review

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that tobacco use by students, **nicotine and nicotine delivery products** presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

## II. Definitions

A. For purposes of this policy, "**tobacco use**" shall be defined as use and/or possession or sale of a lighted or unlighted cigarette, cigar, **cigarillo, little cigar,** and pipe **or other smoking product or material**; other lighted smoking product; and smokeless tobacco in any form, including e-cigarettes, vapor cigarettes, **chewing tobacco, snuff, dip or dissolvable tobacco pieces,** or any nicotine **nicotine** delivery system.<sup>[1]</sup>

**B. For purposes of this policy, "nicotine" shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.**

**C. For purposes of this policy, a "nicotine delivery product" shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance.**

**1. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.**

## III. Authority

A. The Board prohibits tobacco, **nicotine and nicotine delivery products** use and possession 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 District.<sup>[1][2][3]</sup>

B. The Board prohibits tobacco, **nicotine and nicotine delivery products** use and possession by students at school-sponsored activities that are held off school property.

C. The school District may initiate disciplinary procedures against a student who possesses or uses tobacco in violation of this policy.<sup>[15]</sup>

**D. In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies relating to tobacco and nicotine use.**[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

#### IV. Delegation of Responsibility

A. The Superintendent or his/her **the Superintendent's** designee shall annually notify students, parents/guardians and staff about the District's **Board's** tobacco/**nicotine** use policy by publishing such policy **information** in the student handbooks, **parental** newsletters, **posted notices** **posters**, District web site and **by** other efficient methods, **such as posted notices, signs and on the District website.**[\[1\]](#)

B. The Superintendent or his/her **the Superintendent's** designee 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 in accordance with state law and regulation.[\[12\]](#)

#### V. Guidelines

~~B.~~ **A.** Violation of this Board policy may result in disciplinary action governed by The Code of Student Conduct, a copy of which is included in the Parent and Student Handbooks of each school in the District, or in the policy manual, which is on the District's website under "parent resources".

**B. The Superintendent or the Superintendent's designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products as soon as practicable.**

**C. The Superintendent or the Superintendent's designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident.**

**D. The Superintendent or the Superintendent's designee shall document attempts made to reach the parent/guardian.**[\[9\]](#)[\[10\]](#)[\[11\]](#)

**E. The Superintendent or the Superintendent's designee shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.**[\[9\]](#)[\[12\]](#)

#### **F. Additional Provisions - Tobacco Only**

**1. The Superintendent or the Superintendent's designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**[\[9\]](#)[\[10\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

~~A.~~ A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted to alternative adjudication in lieu of imposition of a fine.[\[15\]](#)

**Revision History:**  
**October 17, 2016**

## Legal

1. 35 P.S. 1223.5
2. 18 Pa. C.S.A. 6305
3. 20 U.S.C. 7183
4. 20 U.S.C. 1400 et seq
5. 22 PA Code 10.23
6. Pol. 103.1
7. Pol. 113.1
8. Pol. 113.2
9. Pol. 805.1
10. 22 PA Code 10.2
11. 22 PA Code 10.25
12. 24 P.S. 1303-A
13. 22 PA Code 10.22
14. 24 P.S. 1302.1-A
15. 18 Pa. C.S.A. 6306.1
- 20 U.S.C. 7114
- 24 P.S. 510
- 20 U.S.C. 7118
- 20 U.S.C. 7181 et seq
- 34 CFR Part 300

Last Modified by Policy Staff on February 22, 2019



Book	Policy Manual
Section	200 Pupils
Title	Use of Bicycles and Motor Vehicles
Code	223
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students.

## II. Authority

A. The Board will permit the use of bicycles by students in accordance with the rules of the ~~district~~ **District**.

B. The Board will permit the use of motor vehicles by students in accordance with the rules of the ~~district~~ **District**, provided that such students are licensed drivers and a parking permit has been issued to the students.

C. The Board will not be responsible for bicycles and motor vehicles which are lost, stolen, or damaged.

## III. Delegation of Responsibility

A. The building principals shall develop rules and regulations for the operation and parking of bicycles and motor vehicles and shall disseminate those rules to all students so affected.

Last Modified by Policy Staff on April 3, 2019



Book	Policy Manual
Section	200 Pupils
Title	Care of School Property
Code	224
Status	
Adopted	March 29, 1993
Last Revised	May 16, 2016

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

## II. Authority

A. The Board charges each student in the schools of this ~~district~~ **District** with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her **the student's** use.

B. Students who willfully cause damage to school property shall be subject to disciplinary measures.

**C.** Students and others who damage or deface school property may be prosecuted and punished under law.

**D.** Parents/Guardians of students ~~shall~~ **may** be held accountable for student actions.[\[1\]](#)

~~E.~~ **E.** The administration may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature.[\[2\]](#)

## III. Delegation of Responsibility

A. The Superintendent and building principals shall develop procedures to implement this policy which include:

- 1.** rules for the safekeeping and accounting of textbooks, supplies and equipment;
- 2.** preparation of a schedule of fines for lost or damaged textbooks, supplies and equipment; and,



**3.** a report to the Board on the incidence of vandalism.

**a.** This report shall include the number and kind of incident, the cost of vandalism to the district, and such related facts and comments as the Superintendent may wish to make.[\[3\]](#)[\[4\]](#)

B. When the ~~district~~ **District** entrusts equipment in the hands of students, then the Superintendent may promulgate regulations requiring students to execute agreements of responsibility in order to ~~process~~ **possess** the equipment outside of the school day, provided that such requirements will not be imposed upon individuals with disabilities requiring the use of such devices as part of the student's Individualized Education Plan or Service Agreement.

**C. ~~One to One Programs~~**

1. The Superintendent, in conjunction with the building principals will promulgate regulations designed to protect the interests of the ~~district~~ **District** and the students.

**Revision History:**

**May 16, 2016**

Legal	1. 24 P.S. 777
	2. 24 P.S. 1338
	3. 24 P.S. 109
	4. 24 P.S. 801
	Pol. 218
	Pol. 233

224 AR.pdf (68 KB)

Last Modified by Policy Staff on April 3, 2019



Book	Policy Manual
Section	200 Pupils
Title	One-to-One Program and Technology Device Agreement
Code	225
Status	Policy Committee Review

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Purpose**

**A. This policy constitutes the rules and procedures to follow for the One-to-One Program as well as for the Technology Device Agreement.**

## **II. Authority**

**A. One device, one charger, and one case (cases are for Middle School students only) will be distributed to each student.**

**B. Parents/guardians and students must sign and return the following documents:**

**1. 1:1 Device Agreement**

**2. Acceptable Use Policy**

**C. An optional Technology Protection Plan will be available at a cost to students.**

**1. Costs will be communicated to parents annually by the District.**

## **III. Delegation of Responsibility**

**A. Middle School devices and accessories must be returned to the building at the end of the school year in order to be checked for serviceability.**

**B. Students in grades 9, 10, and 11 may keep their devices over the summer months for assigned academic course work.**

**C. Students who transfer, withdraw, or terminate enrollment in the District for any reason must return their device and accessories on or before the date of their termination of enrollment with the District.**

**D. If a student fails to return a device and/or accessories at the end of the school year or upon termination of enrollment in the District, the student shall be responsible for the replacement cost of the student's device and all accessories.**

**E. All academic records (e.g., diplomas, transcript, schedules, etc.) will be held until the obligation is satisfied.**

#### **IV. Financial Responsibility**

**A. The District's students are financially responsible for any damages to the device, including theft.**

**B. The District shall offer a Technology Protection Plan to offset potential damages to the device.**

**C. The District's Technology Protection Plan shall offer coverages for two (2) claims for damage.**

**D. Participation in the Technology Protection Plan shall be voluntary.**

**E. If students choose not to participate in the Technology Protection Plan, they are responsible for any costs associated with repairs, loss, or damage on the first occurrence.**

**F. Payment is due prior to receiving a device for the Technology Protection Plan to be in effect.**

Last Modified by Policy Staff on April 3, 2019



Book	Policy Manual
Section	200 Pupils
Title	Searches
Code	226
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	November 14, 2007

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

## II. Authority

A. It shall be the policy of the Board that all lockers are and shall remain the property of the school ~~district~~ **District**.

~~B. As such, students shall~~ **Students should** have only a limited expectation of privacy in their lockers.[\[1\]](#)

~~B. C.~~ No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or ~~district~~ **District** rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

~~C. D.~~ The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population, **or if the locker is being used as a depository for a substance or object that is prohibited by law, Board policy or District rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.**[\[2\]](#)

## III. Delegation of Responsibility

A. The Board authorizes the administration to conduct random general searches of lockers when the ~~district~~ **District** has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

- B. Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy and ~~district~~ **District** procedures.[\[2\]](#)
- C. The Superintendent or **the Superintendent's** designee shall develop procedures to implement this policy.
- D. The principal or **the principal's** designee shall be present whenever a student locker is inspected based on reasonable suspicion.
- E. The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.
- F. The principal shall be responsible for promptly recording in writing each locker inspection: such record shall include the reason(s) for the search, persons present, objects found and their disposition.
- G. The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules.
- H. School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

#### IV. Guidelines

- A. Students shall assume responsibility for maintaining the security of their lockers.[\[2\]](#)
- B. Prior to an individual locker search, the student shall be notified and be given an opportunity to be present.
- ~~C. However, when~~ **When** school authorities have 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 warning.
- ~~C. D.~~ Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.[\[2\]](#)
- ~~D. E.~~ Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

#### **Revision History:**

**November 14, 2007**

- |       |                     |
|-------|---------------------|
| Legal | 1. 24 P.S. 510      |
|       | 2. 22 PA Code 12.14 |

Last Modified by Policy Staff on April 3, 2019



Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances
Code	227
Status	Policy Committee Review
Adopted	September 22, 2003
Last Revised	March 3, 2014

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

- A. This policy and its associated guidelines are an effort by the ~~New Hope Solebury School~~ District to respond effectively to the potential and current use and abuse of alcohol and drugs by members of its school population.

## ~~III.~~ **II.** Definitions

- A. **"Controlled Substances,"** for purposes of this policy, shall include all of the following: [\[5\]](#)  
[\[6\]](#)

1. Alcohol beverages;
2. Controlled substances prohibited by federal and state laws;
3. Prescription or nonprescription (over the counter) medications not approved and registered by the health office for use in school pursuant to Board policy;
4. Anabolic steroids;
5. Look-alikes (see definition below);
6. Mood-altering chemicals defined as any volatile solvents or inhalants, such as but not limited to glue and aerosol products, not intended for school use, and substances that when ingested or inhaled cause a physiological or mental effect that is similar to the effect of a controlled substance as defined by state or federal laws; and
7. Drug Paraphernalia (see definition below).

- B. **"School Property," for the purposes of this policy,** shall include buildings, facilities, and grounds on the school campus, school buses, school parking areas, and any facility being used for a school function or school-sponsored trip.

~~C. **"Child Study Team," for the purposes of this policy,**~~ is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors). ~~This team will work on the issues of student chemical use, abuse and dependency, and will play a primary role in the identification and referral process of students coming to its attention.~~

~~D. **"Possession," for the purposes of this policy,**~~ includes the physical possession of Controlled Substances on one's person or property in the primary control of the person including but not limited to student's backpack, clothing, vehicle parked on school property or locker.

~~E. **"Probation," for the purposes of this policy,**~~ is a specified period of time when a student must adhere to prescribed conditions of behavior.

~~G. **F. "Look-Alikes," for the purposes of this policy,**~~ are any non-controlled substances that in their overall finished dosage appearances are substantially similar in size, shape, color, marking, or packaging to a specific Controlled Substance prohibited by this policy, or are used in a manner likely to induce others to believe the materials are Controlled Substances.

~~H. **G "Paraphernalia," for the purposes of this policy,**~~ is equipment, apparatus and/or gear generally associated with a Controlled Substance. Examples may include, but are not limited to, items such as "pot pipes", cigarette rolling papers, and roach clips.

~~I. **H. "Student Assistance Program (SAP) Team or Student Assistance Team," for the purposes of this policy,**~~ is a professional team comprised of school personnel (teachers, administrators, nurses, and counselors) and community drug/alcohol and mental health agency personnel specifically trained to provide intervention which may include, but is not limited to, administration of a self-report survey to students, teacher discussions, parent conferences, referral and case management including after-care services.

~~J. **I. "Administrator"**~~ includes the building principal, or if unavailable, the principal of another school building or a central office administrator including but not limited to the Director of Pupil Services/Special Education.

~~B. **J.**~~ For purposes of this policy, a **"violation"** includes use, possession, sale or transfer, and being under the influence of any Controlled Substance during school hours, at any time while on school property, while attending any school-sponsored event and during the time spent traveling to and from school and to and from school sponsored activities, whether or not via School District provided transportation.

## II. Authority

- A. The New Hope-Solebury School District will work through curriculum and classroom activities, administrative and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of Controlled Substances (see definition below) by members of the school population.
- B. This School District and its individual employees shall be committed to the enforcement of all existing laws, regulations and guidelines as adopted by federal, state, local and school district authorities. Furthermore, the prime concern of this School District and its representatives shall be the welfare of students and school-related personnel. It must be understood that this policy alone cannot accomplish implementation of the philosophy and commitment of School District officials.
- C. The Board prohibits students from using, possessing, distributing, and being under the influence of any Controlled Substances during school hours, at any time while on school property, and at any school-sponsored event and during the time spent travelling to and from

school and to and from school-sponsored events whether or not via School District provided transportation. Possession of drug Paraphernalia (see definition below), is also prohibited.

- D. The Board may require participation in Controlled Substance education and testing as a condition of reinstatement into the regular school educational, extracurricular or athletic programs resulting from a violation of this policy.
- E. The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent/guardian, unless the best interests of the student can be served only by such release.

#### IV. Delegation of Responsibility

- A. The Superintendent or **the Superintendent's** designee shall prepare rules for the identification, amelioration and control of Controlled Substance abuse in the schools which establish procedures to deal with students suspected of possessing, being under the influence, or distributing Controlled Substances in school, up to and including expulsion and referral for prosecution.
- B. Incidents of possession, use and sale of Controlled Substances, including alcohol, by any person on school property shall be reported to the Office for Safe Schools on the required form at least once each year by July 31<sup>st</sup>. [2]

#### V. Guidelines

A. These guidelines are intended to provide consistent methods by the ~~district~~ **District** for responding to Controlled Substance related situations.

**B.** They have been written with due consideration for legal rights and responsibilities of administrators, faculty, students, and parents/guardians who may find themselves involved in such situations

##### C. Situations and Responses

**1. Use of Controlled Substances:** In any situation where a student demonstrates symptoms of possible Controlled Substance use if based on the student's behavior, medical symptoms, vital signs or other observable factors, ~~the~~ **and an** Administrator has reasonable suspicion that the student has possession of or is under the influence of Controlled substances, the student may be requested to submit to Controlled Substance testing.

**2.** The testing may include, but is not limited to, the analysis of blood, urine, saliva, or the administration of a Breathalyzer test, the following steps shall be taken.

##### a. Immediate Action

i. All standard health and first aid procedures will be followed.

**ii.** The student shall not be left alone.

**iii.** The school nurse and Administrator shall be summoned immediately.



**iv.** If the student must be taken to a medical facility, ~~s/he~~ **the student** will be accompanied by the Administrator or a **the Administrator's** designee.

b. Investigation

i. If Controlled Substance use is indicated, the Administrator or **the Administrator's** designee shall be responsible for all necessary investigation, which will also include a search for possession, according to policy.

ii. The ~~district~~ **District** may discipline a student suspected of being under the influence of a Controlled Substance where **the** student demonstrates symptoms of Controlled Substance use.

iii. No student shall be subject to discipline under this policy for the use of a Controlled Substance without the Administrator receiving concurrence from another Administrator, a school nurse, or other appropriate qualified ~~district~~ **District** employee.

iv. The decision to request a student to take a test must involve the agreement of two (2) school officials (including an Administrator) based upon their observations of the student.

v. If based on the student's behavior, medical symptoms, vital signs or other observable factors, the Administrator has reasonable suspicion that the student is under the influence of Controlled Substances, **and** the student may be requested to submit to Controlled Substance testing.

**A.** The testing may include, but is not limited to, the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

**B.** Refusal to submit to the testing may be considered as evidence of the use of Controlled Substances but may not alone be the only evidence for violation of the policy.

vi. A student suspected of being under the influence of a Controlled Substance who wishes to confirm ~~his/her~~ innocence may voluntarily agree to undergo a selected test for Controlled Substance levels with consent of ~~his or her~~ **the student's** parent/guardian.

**A.** Said Controlled Substance test must be completed within 24 hours of the start of the Administrator's investigation.

**B.** Said Controlled Substance test must be conducted by a licensed or certified medical or drug and alcohol professional.

**C.** No over-the-counter or home drug testing kits can be utilized to confirm innocence of Controlled Substance use by student.

**D.** Student or parents/guardians are responsible for the cost of said voluntary Controlled Substance test.

vii. Students found positive on a Controlled Substance test shall be in violation of this policy.

c. Notification of Parent/Guardian

i. Attempts will be made to contact the parent/guardian immediately by the Administrator or a **the Administrator's** designee.

**ii.** A record of contacts shall be maintained by the Administrator or the **Administrator's** designee.

**iii.** The contact will include a description of the situation and symptoms.

**iv.** The parents/guardians will also be informed of the availability to test for Controlled Substances.

**v.** If the parent/guardian cannot be contacted, a decision to get medical attention for the student or to isolate the student from other students shall be made by the Administrator.

d. Confidentiality

i. Maintaining the confidentiality of such situations, particularly the knowledge that Controlled Substances are involved, shall be the responsibility of all parties involved.

**ii.** Such information shall be limited to school personnel having direct contact with the student (e.g., teachers, counselors, and SAP Team) and may only be extended to medical personnel, police and central office administration (e.g. Superintendent, Assistant to the Superintendent, Director of Pupil Services/Special Education).

e. Disposition of Controlled Substances

i. All substances reasonably believed to be Controlled Substances under this policy discovered at the scene or subsequently uncovered shall be turned over by the Administrator to medical personnel for identification and aid in the treatment of the emergency.

**ii.** In addition, Controlled Substances will be turned over to the police in accordance with the Memorandum of Understanding created pursuant to the Safe Schools Act.

f. Notification of Police

i. Police may be notified by school personnel if required by and in accordance with the Memorandum of Understanding created pursuant to the Safe Schools Act.

**2- 3. Reasonable Suspicion or Possession of Controlled Substances:** In any situation where there is reasonable suspicion or a student is found in possession of a Controlled Substance, the following steps shall be taken:

a. Immediate Action

i. The staff member will summons the Administrator or escort the student to the Administrator's office.

b. Investigation

i. The Administrator shall be responsible to conduct all necessary investigations which will include a search according to policy.

**ii.** The student shall be requested to empty ~~his/her~~ **the student's** pockets or purse and volunteer all Controlled Substances.

**iii.** Police may be called to assist with the investigation.

c. Notification of Parent/Guardian

i. Attempts will be made to contact the parent/guardian immediately by the Administrator or a designee, the situation described, and a conference arranged.

**ii.** A record of contacts shall be maintained by the Administrator or the designee.

**iii.** If the parent/guardian cannot be contacted, a decision to get medical attention for the student or to isolate the student from other students shall be made by the Administrator.

d. Confidentiality

i. Maintaining the confidentiality of such situations, particularly the knowledge that Controlled Substances are involved, shall be the responsibility of all parties involved. Such information shall be limited to school personnel having direct contact with the student (e.g., teachers, counselors, and SAP Team) and may only be extended to medical personnel, police and central office administration (e.g. Superintendent, Assistant to the Superintendent, Director of Pupil Services/Special Education).

e. Disposition of Controlled Substance if in Possession

i. Controlled Substances will be turned over to the police in accordance with the Memorandum of Understanding created pursuant to the Safe Schools Act.

~~3.~~ **4.** Sale or Transfer of Controlled Substances and Discipline

a. Because the sale or transfer of Controlled Substances is an illegal activity, referral to the police shall be made in accordance with the Memorandum of Understanding created pursuant to the Safe Schools Act.

**b.** School officials will act on the possession aspect of said Controlled Substances in a case of suspicion of sale or transfer.

~~4.~~ **5.** Discipline for Use or Possession of Controlled Substances:

a. First violation: [\[3\]](#)[\[4\]](#)

i. The student will be suspended (out-of-school) for a period of no less than five (5) days and assigned Probation. An informal hearing will be offered to student.

**ii.** The student will be referred to a school counselor or SAP Team regarding the incident.

**iii.** If referred to the SAP Team, it will evaluate and make a recommendation regarding further disposition of the case and will follow the student upon return from suspension.

**iv.** Referral for student's participation in the alcohol and other drug awareness educational program operated by the Council of Southeastern, PA shall be made by the Administrator.

**v.** Students who become involved with the Council for Southeastern, PA alcohol and other drug awareness program must complete the entire program.

**vi.** If not, the student may be placed in an alternative educational program after an informal hearing pursuant to Article XIX-C of the Public School Code regarding Disruptive Student Programs.

**vii.** A readmission conference with parents/guardians is required.

**viii.** A record of the incident shall be made a part of the student's cumulative file and the principal's file.

b. Second violation:

i. The student will be suspended (out-of- school) for a period of ten (10) days.

**ii.** An informal hearing will be offered to **the** student.

**iii.** The student will be referred to the SAP Team who will evaluate and make a recommendation regarding further disposition of the case.

**iv.** Central and school building Administration will determine whether to recommend that student be expelled.

**v.** If **a** student is recommended to be expelled, a formal expulsion hearing before the School Board will be held.

**vi.** Documented records of Controlled Substances offenses shall be made a part of the student's cumulative file and the principal's file.

c. Third and subsequent violations:

i. The student will be suspended (out-of-school) for a period of ten (10) days.

**ii.** An informal hearing will be offered to student.

**iii.** The student will be referred to the SAP team who will evaluate and make a recommendation for further disposition of the case.

**iv.** Central and school building Administration will determine whether to recommend that student be expelled or to assign student to an alternative educational program.

**v.** If **a** student is recommended to be expelled, a formal expulsion hearing before the School Board will be held.

**vi.** If **a** student is to be assigned to an alternative educational program pursuant to Article XIX-C of the Public School Code, an informal hearing will be held.

**vii.** Documented records of Controlled Substances offenses shall be made a part of the student's cumulative file and the principal's file.

d. Notification of Police:

i. Police shall be notified by an Administrator and the Controlled Substance(s) will be turned over to the police in accordance with the Memorandum of Understanding created pursuant to the Safe Schools Act.

ii. Police shall also be contacted to carry out searches by investigation when the student refuses to cooperate.

~~5.~~ **6.** In situations where Controlled Substance use of a student is of concern, but there is no evidence of violation of law or school regulations, any response is intended to help the student resolve the difficulty.

**a.** Examples include, but are not limited to:

i. a student may contact a staff member regarding the Controlled Substance use of another student.

ii. a student may volunteer information about personal Controlled Substance use.

~~a.~~ **b.** Immediate Action

i. The student should be informed of his/her **the student's** right to information and counseling.

ii. A referral should be made to the school counselor and the SAP Team, where applicable.

iii. The school counselor may wish to discuss the student with the Child Study Team and/or the SAP Team.

vi. The SAP Team will evaluate and intervene as deemed appropriate to the welfare of the student.

~~b.~~ **c.** Investigation

i. In most cases, investigation is limited to discussion with the student.

ii. A staff member may contact the school nurse or counselor regarding the situation.

~~c.~~ **d.** Notification of Parent/Guardian

i. Parents/Guardians should be contacted in cases of suspected Controlled Substance use.

ii. This contact will center on the student's actual behavior and not on suspicion.

~~d.~~ **e.** Confidentiality

i. The student has the protected right of confidentiality.

~~e.~~ **f.** Every effort will be made to limit information to the staff member, Administrator, and parent/guardian.

~~f.~~ Disposition of Substance

~~Not Applicable.~~

**g.** Discipline

~~i.~~ None is mandated and referral may be attempted.

~~h. Notification of Police~~

~~Not applicable.~~

#### **6. 7. Violation of Policy During Last Marking Period Of Senior Year**

a. Any twelfth grade student who is in violation of this policy during the last marking period shall be subject to the conditions listed above and prohibited participating officially in the commencement activities of his/her **the student's** senior class.

#### **~~7.~~ 8. Students with Disabilities:**

a. Students with disabilities will be disciplined in accordance with state and federal laws and regulations and Board Policy No. 113.1 and, if applicable, their Individualized Education Program (IEP) and Positive Behavior Support Plan.

#### **D. Anabolic Steroids**

1. The Board prohibits the use of anabolic steroids by all students, except for a valid medical purpose.

**2.** Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes.

~~2.~~ **3.** Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as Controlled Substances; and that their use, possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

**4.** All students found in use or possession of anabolic steroids, are subject to all procedures and disciplinary actions covered within this policy.

~~3.~~ **5.** In addition, the following minimum penalties are prescribed for any student athlete found in possession or use of anabolic steroids:

a. For a first violation, suspension from school athletics for the remainder of the season.

b. For a second violation, suspension from school athletics for the remainder of the season and for the following season.

c. For a third violation, permanent suspension from school athletics.

~~4.~~ **6.** 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.

#### **E. Probation**

**1.** These conditions of probation will be presented to the student and the parent/guardian, in writing.

**2.** A student subject to probation under this policy shall continue to attend school, but shall be required to comply with certain conditions which may include but are not limited to:

- ~~1.~~ **a.** Prohibition of any further violation of this policy;
- ~~2.~~ **b.** Prohibition of participation in athletic, extracurricular, social, or leadership activities;
- ~~3.~~ **c.** Reporting at stated periods to designated, qualified district personnel for counseling;
- ~~4.~~ **d.** Attending after-school hours disciplinary detention;
- ~~5.~~ **e.** Participating in an alcohol and other drug awareness educational program operated by the Council of Southeaster, PA;
- ~~6.~~ **f.** Other conditions reasonably related to preventing a subsequent violation of this policy.

~~F. 3.~~ Conditions of any requirements imposed by juvenile court authorities shall take precedence over any school-imposed conditions.

**4.** Violation of any condition of probation by a student may result in suspension, expulsion, more restrictive probation, or placement in an alternative educational program after an informal hearing pursuant to Article XIX-C of the Public School Code regarding Disruptive Student Programs.

**F. The Child Study Team will work on the issues of student chemical use, abuse and dependency, and will play a primary role in the identification and referral process of students coming to its attention.**

**Revision History:**

**March 3, 2014**

## Legal

2. 24 P.S. 1303-A  
3. 22 PA Code 12.6  
4. 22 PA Code 12.8  
42 Pa. C.S.A. 8337  
5. 35 P.S. 780-102  
6. 21 U.S.C. 812  
24 P.S. 1302-A  
24 P.S. 510  
24 P.S. 511  
22 PA Code 12.3  
22 PA Code 403.1  
21 U.S.C. 801 et seq  
35 P.S. 780-101 et seq  
35 P.S. 807.2  
20 U.S.C. 7114  
20 U.S.C. 7161  
Pol. 113.1  
Pol. 207  
Pol. 210  
Pol. 218  
Pol. 226  
Pol. 233

[POLNEWH227AR.pdf \(17 KB\)](#)[227-Attach.doc \(23 KB\)](#)

Last Modified by Policy Staff on April 3, 2019





Book	Policy Manual
Section	200 Pupils
Title	Reasonable Suspicion and Drug Testing of Individual Students
Code	227.1
Status	Policy Committee Review

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Purpose**

**A. If based on observable behavior or symptoms, a school employee has a reasonable suspicion that a student is under the influence of a controlled substance, the employee will report the matter to the building principal and the student will be escorted to the school nurse's office for an examination that may include checking the student for abnormal vital signs.**

## **II. Guidelines**

**A. If based on the student's observable behavior, medical symptoms, vital signs or other factors, school administrators have a reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing.**

**1. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.**

**B. If the student is required to submit to drug or alcohol testing, the testing will be done in the following manner:**

**1. The administration will attempt to contact the student's parent/guardian before the student is tested.**

**2. Testing will be done by a medical professional or clinic with appropriate testing facilities approved by the District.**

**a. The parent/guardian of the student may exercise the right to choose a different medical professional or clinic to administer the test within the time limit set by the District.**

**b. If the parent/guardian exercises the right to choose another medical professional or clinic, the parent/guardian will pay for the costs of the testing.**

**3. The testing will be conducted in a reasonable manner using a method that takes into account the factors of the student's age, sex, and the degree of**

**intrusiveness involved in collecting a sample for testing.**

**4. Disclosure of drug testing results will be limited to the student, the student's parent/guardian, and appropriate District administrators for the purpose of providing counseling or taking appropriate disciplinary action.**

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Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Code	227.2
Status	Policy Committee Review

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Purpose**

**A. Reasonable Suspicion Drug Testing Of Individual Students permits school administrators to require a drug test when there is reasonable suspicion of student use of a controlled substance.**

## **II. Guidelines**

**A. The following guidelines are intended to inform the thinking and actions of administrators in the implementation of this provision.**

- 1. The effectuation of this provision is intended to safeguard the individual and group interests of students and should be thought of as an extension of the District's health and wellness curriculum and student assistance programs.**
- 2. The spirit behind this provision is preventive and rehabilitative, not punitive.**
- 3. The drug testing provision is intended to serve several important functions.**
  - a. First, it safeguards the interest of the individual student by affirming or voiding suspicion of use.**
  - b. Second, it safeguards the interests of all students by signaling the seriousness with which the district promotes a drug and alcohol free educational environment.**
  - c. Last, it provides students with a plausible excuse to resist peer pressure to use controlled substances and sends a clear message to students that the adults in our schools are willing to take a strong stand to support their health and welfare.**
- 4. Students found to be in possession of controlled substances, related paraphernalia, or confirmed to have been using a controlled substance, will be subject to appropriate discipline and counseling interventions.**

## **III. General Procedures**

**A. Staff members will use a District checklist to record all observations of reasonable suspicion.**

- 1. Completed checklists are to be submitted to the supervising administrator as near the time of the observation as possible.**

**B. An instance of reasonable suspicion must be confirmed by a minimum of two (2) staff members before administrative action is taken.**

- 1. The administrator may be one of the two confirming staff members.**

**C. Assuming the school nurse is available, the school nurse is to be consulted in the event of reasonable suspicion.**

**D. Contact with a student about whom there is reasonable suspicion will be private and confidential.**

**E. Upon establishment of reasonable suspicion, the supervising administrator, in the presence of a second adult, will search the student's personal effects for contraband.**

- 1. If the student refuses to cooperate with the search, the administrator is to contact the parent/guardian and ask that the parent/guardian try to secure the student's cooperation.**

- 2. If the student remains uncooperative, the administrator can contact the local police for assistance and the student is to be suspended out-of-school for a period of five (5) days.**

- 3. A referral to the Student Assistance Program is to be completed and processed.**

**F. Upon completion of the search, the protocols for drug testing will be followed.**

- 1. The local police are to be notified if a student is found to be in possession of a controlled substance or related paraphernalia and the item(s) is to be turned over to the responding officer.**

- 2. The student is to be immediately suspended for a period of 3-10 days and a referral to the Student Assistance Program is to be completed and processed.**

**G. Reasonable Suspicion During The Academic Day.**

- 1. The principal or the principal's designee will contact the student's parent/guardian once reasonable suspicion is established and a search is completed.**

- 2. The principal or the principal's designee will explain the circumstances to the parent/guardian and ask the parent/guardian to report to school immediately.**

- 3. The parent/guardian arrives at school and signs a consent form for testing (or) elects to seek an alternative source for testing (or) rejects testing altogether.**

- a. If the parent/guardian elects an alternative source for testing, the parent/guardian must identify the provider and agree to direct the test results to the district's Medical Review Officer (MRO).**

**b. If the parent/guardian rejects testing altogether, the student is to be suspended out-of-school for a period of five (5) days for noncompliance and a referral to the Student Assistance Program is to be processed.**

**c. Once the parent/guardian signs the consent form, the parent/guardian is to transport the student to the approved Sistrict clinic where an administrator or the administrator's designee will meet the student and the student's parent/guardian.**

**d. The clinic will take a sample, process the sample, and direct the results to the District's MRO.**

**e. The child remains in good standing unless a positive result is announced.**

**4. A referral to the Student Assistance Program is to be completed and processed.**

**5. The District's MRO will review the test results.**

**a. In the event of a negative result, the MRO will notify the school principal and then the parent/guardian.**

**b. In the event of a positive result, the MRO will interview the student and/or parent/guardian to rule out alternative explanations.**

**c. If the MRO determines that the positive result is valid, the MRO will communicate that fact to the school principal and then to the parent/guardian.**

**6. Upon confirmation of a positive test result, the student is to be immediately suspended out-of-school for a period of 3-10 days and placed on probation pending satisfactory completion of recommendations from the Student Assistance Program team.**

**a. Probation is meant as a period of ineligibility for all extracurricular school activities.**

#### **H. Reasonable Suspicion During Evening Or Weekend Events**

**1. The principal is to be contacted if two (2) or more supervising staff members have reasonable suspicion of student use of a controlled substance.**

**a. The principal will review the facts with the reporting staff member.**

**b. If the reported indicators are suggestive of use, the principal will then contact the student's parent/guardian and ask that the parent/guardian meet the principal on site.**

**c. The principal will then contact the mobile service center and ask for a site visit.**

**d. The reporting staff members will keep the student under direct supervision until the principal arrives and relieves the staff members.**

**2. The principal will meet the reporting staff members, student and parent/guardian at the site.**

**a. A private location will be identified for discussion.**

**b. Upon arrival, the principal will:**

**i. conduct a search of the student's personal effects and,**

**ii. ask the parent/guardian to sign a consent form for testing.**

**c. If the parent/guardian rejects testing, the student will be suspended out-of-school for a period of five (5) days for noncompliance and a referral to the Student Assistance Program is to be processed.**

**3. The mobile service provider will meet the reporting principal, parent/guardian and student on site.**

**a. The mobile service provider will collect a sample, process the sample, and direct the test results to the district's MRO.**

**b. The student shall remain in good standing unless a positive result is announced.**

**4. The District's MRO will review the test results.**

**a. In the event of a negative result, the MRO will notify the school principal and then the parent/guardian.**

**b. In the event of a positive result, the MRO will interview the student and/or parent/guardian to rule out alternative explanations.**

**c. If the MRO determines that the positive result is valid, the MRO will communicate that fact to the school principal and then to the parent/guardian.**

**5. Upon confirmation of a positive test result, the student is to be immediately suspended out-of-school for a period of 3-10 days and placed on probation pending satisfactory completion of recommendations from the Student Assistance Program team.**

**a. Probation is meant as a period of ineligibility for all extracurricular school activities.**

**I. Suspicion Of Regular Use**

**1. The Student Assistance Program remains in place as a resource for students and adults.**

**2. If the SAP team concludes that there is reasonable suspicion of regular use, the parent/guardian will be encouraged to voluntarily have the student tested at the District approved clinic at the school's expense.**

**3. In this instance, the results will be screened by the District's MRO and then shared with the parent/guardian only.**

227-Attach.doc (23 KB)

Last Modified by Policy Staff on April 3, 2019



Book	Policy Manual
Section	200 Pupils
Title	Student Government
Code	228
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the schools.

## II. Authority

A. Students shall have the right to organize, conduct meetings, elect officers and representatives and petition the Board.

B. The Board will recognize the Student Council as the official voice of the student body.

C. The Board shall appoint a qualified member of the faculty to serve as advisor to student government activities.[\[4\]](#)

## III. Delegation of Responsibility

A. The Superintendent **or the Superintendent's designee** shall establish rules and regulations to implement this policy which:

**1.** invite the participation of students in their formulation;

**2.** assure that all students have equal access to the student government and an equal opportunity to vote and hold office; and

**3.** require fiscal accountability and adherence to Board policy for all financial aspects of student government activity.[\[4\]](#)[\[3\]](#)

Legal	3. Pol. 618
	4. <a href="#">24 P.S. 511</a>

Last Modified by Policy Staff on April 3, 2019







Book	Policy Manual
Section	200 Pupils
Title	Student Fund Raising
Code	229
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

## II. Definition

A. For purposes of this policy, "student fund raising" shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers, advertising or any other goods or services.

## III. Authority

A. The Board prohibits the collection of money in school or on school property, or at any school sponsored event by a student for personal benefit.

B. Collection of money by approved school organizations may be permitted by the building principal.

C. Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent **or the Superintendent's designee**.

## IV. Delegation of Responsibility

A. The Superintendent **or the Superintendent's designee** shall establish rules and regulations which shall:

- 1.** specify times and places in which funds may be collected;
- 2.** describe permitted methods of solicitation which do not place undue pressure on students or patrons; and
- 3.** limit the kind and amount of advertising for solicitation.

B. The principal shall distribute this policy and the rules which implement it to each student organization granted permission to solicit funds.

C. Funds solicited shall be controlled by Student Body Finances Pol. 618.

Last Modified by Policy Staff on April 3, 2019



Book	Policy Manual
Section	200 Pupils
Title	Public Performances by Students
Code	230
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes the value to students of sharing their talents and skills with the community through student participation and performances in public events.

## II. Authority

A. The Board endorses such performances when they constitute a learning experience which contributes to the educational program; they do not interfere with other scheduled activities of the school; and the circumstances of the event do not pose a threat to the health, safety and well-being of the students who will be involved.

B. All requests for public performances by student groups require the approval of the building principal.

## III. Delegation of Responsibility

A. The Superintendent shall develop procedures to implement this policy which require that:

- 1.** parental permission is sought and received before students may participate;
- 2.** when public performances are scheduled as a regular part of a course of study taken for credit, students shall be informed in advance of their obligation to participate; and
- 3.** they will be excused from participation only in accordance with the rules and procedures governing school attendance.

**B.** The interests of students at all times shall be protected and guarded against exploitation.

Last Modified by Policy Staff on April 4, 2019



Book	Policy Manual
Section	200 Pupils
Title	Social Events and Class Trips
Code	231
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	February 28, 2019

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Purpose**

A. The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for the students of this School District.

## **III. ~~II.~~ Definitions**

### **A. For the purposes of this policy, the following definitions shall apply:**

~~A. 1. "Educational Trip"~~ (~~Example: 7th Grade Trip to the Mines~~): These school-sponsored activities may not relate directly to the curriculum, but do improve students' understanding of an educational objective.

**a.** These are opportunities for educational enrichment beyond classroom environments.

**b.** These trips are not funded by the Annual School Budget. Participation is voluntary and is usually limited to students in a particular class or grade level.

~~B. 2. "Class Recreational Trip"~~ (~~Example: Senior Class Trip~~): These trips are approved as the Board recognizes the value of student social events and class trips to enhance and enrich the school experience for the children of our School District.

**a.** These trips are voluntary and not funded by the Annual School Budget.

~~C. 3. "Student Organization or Club Trip"~~: Student Organization and Club Trips for competitions will not be funded by the Annual School Budget unless the competition is the terminal regional, state, or national competition for the organization or club.

**a.** Student Organization trips for recreation are not funded by the Annual School Budget.

~~D.~~ **4. "Travel-Study Trip"** (Example: Trips sponsored by the District's Foreign Language Department): A school-sponsored activity which combines instruction and travel for an extended period of time on this continent or abroad. Participating students may be from different grade levels or classes.

**a.** Participation is voluntary and such trips are not funded through the Annual School Budget.

#### IV. **III. Delegation of Responsibility**

A. The Superintendent shall develop procedures for the conduct of student social events and class trips which shall include the following:

1. The designation of a staff member who shall be the Board employee responsible for the event.
2. The provision of adequate adult supervision or police protection as required by the circumstances of the event.
3. The formulation of rules and regulations governing the conduct and safety of all participants and the promulgation of such rules and regulations to all students and adults involved.

#### II. **IV. Authority**

A. The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the Superintendent. [\[1\]](#)

B. For overnight school trips, approval is required by the Board. [\[2\]](#)

C. As voluntary participants in school social events and class trips, students shall be held responsible for compliance with rules set forth in advance for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program. [\[3\]](#)

#### D. Senior Class Trips

1. Senior class trips can be meaningful and memorable to students during their final year of school.

**2.** A carefully planned senior class trip can have educational value and can serve as a culminating experience for students--something to look forward to.

**3.** A senior class trip provides opportunities for planning, leadership, initiative, and camaraderie.

~~3.~~ **4.** The School District may approve senior class trips subject to the following guidelines:

a. ~~Early planning.~~ Senior students, and their parents/guardians, will be involved in planning which must be completed by a date stipulated by the administration.

b. One-half (1/2) or more of the senior class must indicate their intention to participate through payment of a deposit. The Superintendent can recommend exceptions to the Board of School Directors.

- c. The total cost for lodging, meals, transportation, and admissions should be kept within reasonable limits to ensure participation by as many students as possible.
- d. Adequate adult chaperones must be provided, so that the ratio of participating students to chaperones is no more than twenty (20) to one (1).
- e. Trips should not be scheduled on days when schools are in session, according to the school calendar as originally adopted. Exceptions require administrative and School Board approval. In no case shall more than two (2) days of school time be approved for this purpose.
- f. During the course of a senior class trip, School District standards shall apply to matters such as dress, use of alcohol, etc.[\[3\]](#)

#### E. Trips By Student Organizations

1. ~~This policy is designed to deal with trips by student organizations such as band, choir, ski club, etc.,~~ rather than field trips which are part of the instructional program.
2. The Board of School Directors may approve student trips subject to the following guidelines:
  - a. Trips are for students.
    - i. The only exceptions are approved staff members and family members.
  - b. Trips should be planned to not interfere with the school calendar as originally adopted.
    - i. Exceptions will be very carefully scrutinized and approved by the Board of School Directors.
  - c. Adequate adult chaperones must be provided, so that the ratio of participating students to chaperones is no more than twenty (20) to one (1).
  - d. Student membership in any school organization is not to be denied because of a student's nonparticipation in any trip.
  - e. In regard to student behavior, school rules shall apply during the course of any trip.[\[3\]](#)
  - f. Parent/Guardian approval forms shall be required for all student participants.
  - g. The trip must be one for which the School District's insurance carrier will insure the School District, its agents, employees, servants, and chaperones from liability for any negligent act or omission under the policies of the District then in effect.
  - h. The Principal's approval in writing must be secured before planning proceeds, and the Superintendent's approval in writing is required before any commitments are made.
  - i. The number of trips by any one (1) school organization and the cost of trips will be limited.
  - j. The number of students participating must be:

- i. Sufficient to warrant the trip.
- ii. A majority of the members of the club or activity.
- k. If any of the above conditions are not met, a trip may not be considered school-sponsored or school-endorsed.

i. In such cases, there is to be no trip planning on school premises or during school hours, no in-school staff participation in planning, no collection of monies, and no handling of funds by or through the school.

#### F. Foreign Travel

1. While it is recognized that travel to foreign countries can be a valuable educational experience for students and teachers, professional staff members are to avoid any conflict regarding teaching duties or any overt endorsement of student tours from which the staff member might benefit financially.
2. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

### V. **Developing a Trip Proposal for Administrative Approval**

A. In the development of a plan for a trip, the staff is responsible for assuring that:

1. The objectives of the trip are specifically related to the District's goals, instructional program or regularly scheduled extracurricular and co-curricular activities.
2. Proper supervision of the students is maintained at all times.
3. The total ongoing school program will not be adversely affected by participation of the students and staff on the trip.
4. Consideration of the school calendar is given as delineated in Board policy.
- ~~4.~~ 5. Meaningful learning will be provided for those eligible students who do not participate in the trip.
- ~~5.~~ 6. The proposed program is feasible within the time allotted.
- ~~6.~~ 7. If possible, there will be a preview visit by the teacher or another staff member.
- ~~7.~~ 8. Teachers not participating in the trip who have regularly scheduled classes for students for whom the trip is planned are informed of the trip at least two (2) weeks prior.
- ~~8.~~ 9. When a trip is made to a business or industry, an employee of the host company serves as a guide.
- ~~9.~~ 10. Other trips must have sufficient participation to warrant the cost.
- ~~10.~~ 11. Trips must have an educational component.

### VI. **Procedures for Non-Overnight Trips**

A. Proposals for non-overnight trips are submitted to the Principal for approval according to the Principal's time guidelines for trip approval.



B. Plans for the trip are developed by the school administration and staff **according to the following guidelines:**

1. Appropriate transportation arrangements are made.
2. Written parent's/guardian's consent for student participation is obtained on the appropriate form.
3. Parents/Guardians are provided with specific written information regarding objectives of the trip, costs, transportation arrangements including departure time and approximate time of return and chaperones.
4. The Principal or the Principal's designee is responsible for the following activities:
  - a. Obtaining and retaining on file written parent's/guardian's permission for students participating.
  - b. Approving the list of staff and non-staff chaperones.
  - c. Assuring that all plans and arrangements are understood by the participants and parents/guardians.
5. School staff is responsible for the following activities:
  - a. Carrying a list of the names of participating students and chaperones and submitting a copy of the list to the Principal prior to the trip.
  - b.** The list of chaperones should specify who has overall responsibility for the trip, who are certified staff members, who are approved aides, and who are parents/guardians or other non-staff adults.
  - ~~b.~~ **c.** Emphasizing responsible student behavior and providing appropriate supervision.
  - ~~c.~~ **d.** Notifying the Principal of any emergency situation such as an accident involving student(s) or a student missing from the group.
  - ~~d.~~ **e.** Organizing contact information for students on the trip and communicating procedures for chaperones on the trip.
6. Students participating on a trip during school hours are permitted to make up work missed and the students' absence is recorded as excused.

## VII. Procedures for Overnight Trips

A. Plans for the school-sponsored overnight trip are cooperatively developed by the administration and staff and approved by the Superintendent.

1. Proposals for school-sponsored trips to foreign countries should be submitted to the Board of School Directors by the Superintendent at least six (6) months prior to the date of the trip.
2. School-sponsored groups shall accept no invitation to participate in an overnight trip activity without the prior approval of the Principal and the Superintendent.
- 3.** The Superintendent will report such trips to the Board of School Directors at the next Board meeting for Board approval.

~~3.~~ **4.** The number of chaperones (professional staff and parents/guardians of students) shall be equal to a ratio of at least one (1) chaperone to twenty (20) students.

~~4.~~ **5.** If the Superintendent approves the plan, the staff will prepare a detailed written proposal according to the guidelines listed in Section V.

~~5.~~ **6.** The fully developed proposal with supporting data is submitted to the Principal or the Principal's designee for approval.

~~6.~~ **7.** The Principal is responsible for reviewing and approving or disapproving all proposed school-sponsored trips, and for assuring that every effort has been made to provide a stimulating learning experience and that all reasonable provisions are made for the safety of students.

## B. Content of a Proposal

1. A statement of the objectives of the school-sponsored trip and an outline of anticipated educational experiences and/or of the course of study to be followed.

2. An itemized statement of basic costs, usually including transportation, meals, and accommodations.

**i.** Other expenses not included in basic costs should be listed.

3. A statement of expenses (if any) not included in the basic costs as appropriate to the school-sponsored trip such as required inoculations, passport and visa expenses, costs of a personal nature, and optional trip insurance.

4. Procedures for maintaining financial records for purposes of auditing.

5. Identification of accommodations to be used with assurance that they satisfy the following criteria:

a. Are nondiscriminatory.

b. Have adequate health and safety standards.

c. Are adapted and suitable for individuals with disabilities.

d. The detailed itinerary, departure, travel schedule and return.

e. The names of qualified individuals who will serve as chaperones.

f. Identification of a travel agency, if appropriate, and evidence that the agency satisfies the following criteria:

a. Has experience in handling school groups.

b. Can provide proof of satisfactory service.

c. Can provide customer references (individuals who have used the service for similar programs).

d. Has quoted a fee that is competitive for services provided.

- e. Has well-developed procedures for handling personal emergencies of the participants.
- g. Orientation plans for parents/guardians and students including written information concerning the program such as that listed below:
  - a. The aims and objectives of the program of travel.
  - b. The standards of conduct established for the program.
  - c. The responsibilities students assume by participating in the program.
  - d. The basic cost of travel, meals, accommodations, and other expenses not included in the basic fee.
  - e. Travel arrangements, overnight accommodations, if appropriate, and the itinerary.
  - f. Arrangements for coping with illness, accidents, or other emergencies.
  - g. Need for special equipment and clothing.
- h. Safety and Security Considerations
  - a. All overnight trips are subject to a determination of safety and security for the participants.
  - b. National and international conditions will be taken into consideration in determining trip approval or cancellation.
  - c. The Board of School Directors and/or Superintendent reserves the right to deny approval or cancel because of issues of safety and security.
- i. Medical Services
  - ~~a. If medical service is not required for any student who is participating on an overnight trip, this section shall not apply.~~
  - ~~b.~~ a. If medical service is required for any student who is participating on the overnight trip, the School District will:[4][5]
    - i. Contact the parent/guardian/doctor to determine if the medical treatment can be altered.
    - ii. Arrange for the medical services to be provided at the host site.
    - iii. Arrange for a certified nurse to participate on the trip.
  - iv. Time-Line Guidelines for Overnight Trips
    - a. Requests for overnight trips that take place outside the forty-eight (48) contiguous states must be presented to the Board of School Directors for approval at least six (6) months prior to the date of

the scheduled trip.

- b. Requests for overnight trips that take place within the forty-eight (48) contiguous states must be presented to the Board of School Directors for approval at least three (3) months prior to the date of the proposed trip.
- c. Exceptions can be made on a case-by-case basis if circumstances warrant it.
- d. Cancellation of trips that have received approval shall be made no later than four (4) weeks prior to the trip.
- e. In the event of a national or world crisis, a trip may be canceled by the Board of School Directors and/or Superintendent.

### **VIII. Trip Chaperones**

- A. For any school-sponsored trip, there shall be one (1) trip advisor with overall responsibility for the trip.
- B. Trip advisors may be assisted in their supervisory functions by adult chaperones approved by the Principal.
- C. Responsible and dependable chaperones should be selected by school personnel and approved by the Principal.
- D. The trip advisor in charge of the trip has the responsibility of briefing the chaperones on the rules and prohibitions with accompanying results if the rules are violated.
- E. All rules are to be in writing and on file so that no misunderstanding can arise regarding chaperones' responsibilities.
- F. The chaperones should be briefed on the exact itinerary and informed that there will be no deviations from the published itinerary.
- G. Non-School District employees must have appropriate clearances at their own expense per the District's volunteer requirements.[6]
- H. All chaperones shall follow all rules applicable to the group.
- I. No chaperone shall use alcohol or drugs at any time, on-duty or off-duty during the trip.
- J. The decision as to whether an administrator and/or nurse should attend overnight trips shall be decided by the Board of School Directors and Superintendent based on the following considerations:
  - 1. Number of students participating.
  - 2. Age of students participating.
  - 3. Number of chaperones participating.
  - 4. Risk factors of the endeavor.
  - 5. Superintendent's recommendation based on a careful assessment of School District liability which may include review by the School District's solicitor and/or a review by the

School District’s insurance carrier.

**IX. Student Expectations**

A. Students are responsible to maintain appropriate behavior as is defined in the student handbook.[\[3\]](#)

**Revision History:**  
**February 28, 2019**

- Legal
1. 24 P.S. 511

2. 24 P.S. 517

3. 24 P.S. 510

4. Pol. 103.1

5. Pol. 210

6. Pol. 916

Pol. 913

POLNEWH231ARATT1.pdf (7 KB)

POLNEWH231ARATT4.pdf (7 KB)

POLNEWH231ARATT5.pdf (9 KB)

POLNEWH231ARATT2.pdf (9 KB)

Overnight Trip Med Form.pdf (404 KB)

Last Modified by Policy Staff on April 4, 2019



Book	Policy Manual
Section	200 Pupils
Title	Participation in School Affairs
Code	232
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board believes that students should participate in the governance of school activities.

**B.** Students should have a part in the determination of activities which so deeply affect their lives.

## II. Authority

A. Suggestions for the improvement of the schools may be offered by any student, which contribute toward the realization of the educational goals of the ~~district~~ **District**.

## III. Delegation of Responsibility

A. The administration shall develop procedures to implement this policy which:

- 1.** provide for the ~~sub-mission~~ **submission**, consideration, and response to constructive student suggestions;
- 2.** designate the manner by which students shall be selected for participation in school matters; and
- 3.** ensure that student participation is fairly representational of the whole student body.

Last Modified by Policy Staff on April 4, 2019



Book	Policy Manual
Section	200 Pupils
Title	Suspension and Expulsion
Code	233
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	June 28, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

- A. 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[13\]](#)[\[14\]](#)
- B. The Board shall define and publish the types of offenses that would lead to exclusion from school.
- C. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

## II. Authority

- A. 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.[\[1\]](#)[\[4\]](#)[\[5\]](#)

## III. Guidelines

### A. Exclusion From School - Suspension

- 1. The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[\[1\]](#)[\[4\]](#)
- 2. No student may be suspended without notice of the reasons for which the student is suspended and an opportunity to be heard on ~~his/her~~ **the student's** own behalf before the school official who holds the authority to reinstate the student.[\[1\]](#)
  - a. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened.

3. Suspensions may not be made to run consecutively beyond the ten-school day period.[\[1\]](#)
4. When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official.[\[1\]](#)[\[5\]](#)
  - a. 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.
5. Informal hearings under this provision shall be conducted by the building principal.

B. Purpose of Informal Hearing

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

C. Due Process Requirements For Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.[\[5\]](#)
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.

D. Exclusion From Class - In-School Suspension

1. No student may receive an in-school suspension without notice of the reasons for which the student is suspended and an opportunity to be heard prior to the time the suspension becomes effective.[\[2\]](#)
  - a. The parent/guardian shall be informed of the suspension action taken by the school as soon as practicable.
2. Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal.[\[2\]](#)[\[5\]](#)
  - a. Such hearing shall take place prior to the eleventh day of the in-school suspension.
  - b.** The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions, outlined above.
3. The District shall provide for the student's education during the period of in-school suspension.[\[2\]](#)

E. Expulsion



1. The Board may expel (i.e., exclude for a period exceeding ten (10) consecutive days.) from the District rolls any student whose misconduct or disobedience warrants this sanction.
2. No student shall be expelled without an opportunity for a formal hearing before the Board, or a duly authorized committee of the Board, and upon action taken by the Board after the hearing. [\[1\]](#)[\[4\]](#)[\[5\]](#)

#### F. Expulsion Hearings

1. A formal hearing shall be required in all expulsion actions. [\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)
2. The formal hearing shall observe the due process requirements of: [\[5\]](#)
  - a. Notification of the charges in writing by certified mail to the student's parent/guardian.
  - b. 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.
    1. A student may request the rescheduling of the hearing when **the** student demonstrates good cause for an extension.
  - c. The hearing shall be private unless the student or parent/guardian requests a public hearing.
  - d. Representation by counsel at the parent's/guardian's expense is permitted at the hearing.
  - e. Parent/Guardian may attend the hearing.
  - f. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits shall be provided the student prior to the hearing.
  - g. The student has the right to request that witnesses against the student appear in person and answer questions or be cross-examined.
  - h. The student has the right to testify and present witnesses on the student's behalf.
  - i. 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.
  - j. 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:
    - (i.) The need for laboratory reports from law enforcement agencies.
    - (ii.) Evaluations or other court or administrative proceedings are pending due to a student's invoking ~~his/her~~ **the student's** rights under the Individuals with Disabilities Education Act (IDEA).
    - (iii.) 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.

- k. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

#### G. Adjudication

1. A written adjudication shall be issued after the Board has acted to expel a student.
2. The adjudication may include additional conditions or sanctions.[\[7\]](#)

#### H. Attendance/School Work During Suspension and Prior to Expulsion

1. 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.[\[1\]](#)[\[8\]](#)
2. 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.
3. If it is not possible to hold the formal hearing within the first ten (10) school days, the 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 **the student's** normal class would constitute a threat to the health, safety or welfare of others.
4. Any further exclusion prior to a formal hearing may be enforced only by mutual agreement.
  - a. Such students shall be given alternative education, which may include home study.

#### I. Attendance/School Work After Expulsion

1. 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.[\[1\]](#)
2. 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.
3. 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.
4. The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

#### J. Students With Disabilities

1. A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[\[9\]](#)[\[10\]](#)

### IV. Delegation of Responsibility

A. The Superintendent or his/her **the Superintendent's** designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[11]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[12]
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.
  - a. 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.

**Revision History:**

**June 28, 2018**

Legal

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
4. 24 P.S. 1318
5. 22 PA Code 12.8
6. 2 Pa. C.S.A. 101 et seq
7. 2 Pa. C.S.A. 101
8. Pol. 204
9. Pol. 113
10. Pol. 113.1
11. Pol. 218
12. Pol. 216
13. 20 U.S.C. 1400 et seq
14. 34 CFR Part 300
- 22 PA Code 12.3

Last Modified by Policy Staff on April 4, 2019



Book	Policy Manual
Section	200 Pupils
Title	Pregnant/Married Students
Code	234
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	July 16, 2007

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. A student who is eligible to attend ~~district~~ **District** schools and is married and/or pregnant shall not be denied an educational program solely because of marriage, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.[\[1\]](#)[\[2\]](#)

## II. Authority

A. The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or **the Superintendent's** designee a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize ~~her~~ **the** pregnancy.

## III. Guidelines

A. A student who is married must declare ~~his/her~~ **the student's** marital status at the time of marriage or at the time of enrollment in the school.

B. A pregnant student whose mental or physical condition prevents ~~her~~ **the student** from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program of homebound instruction.

C. A student who has received an alternate educational program for reasons associated with ~~her~~ **a** pregnancy shall be readmitted to the regular school program upon ~~her~~ request and the written statement of a licensed physician that ~~she~~ **the student** is physically fit to do so.

## IV. Delegation of Responsibility

A. The Superintendent or **the Superintendent's** designee shall develop procedures for implementing this policy which include:

1. Offering counseling services to help students plan their future.
2. Cooperation with community resources to assist students.
3. Designation of a qualified staff member to act upon the licensed physician's statement regarding the examination and health of a pregnant student.

**Revision History:**  
**July 16, 2007**

Legal	1. 24 P.S. 1326
	2. 22 PA Code 12.1

Last Modified by Policy Staff on April 4, 2019



Book	Policy Manual
Section	200 Pupils
Title	Student Rights/Surveys
Code	235
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	May 21, 2003

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

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

## II. Authority

A. The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of ~~district~~ **District** students.

**B.** 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.[\[1\]](#)[\[2\]](#)

~~B.~~ **C.** 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.

## ~~III.~~ **III. Definition**

A. "Personal information" means individually identifiable information including a student's or parent's name, address, telephone number, or social security number.

## ~~III.~~ **IV. Guidelines**

A. Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others; obedience to properly constituted school authority; and compliance with the policy, rules and regulations of this ~~district~~ **District**.[\[3\]](#)

B. A student who has reached the age of eighteen (18) years possesses the full rights of an adult and may authorize those school matters previously handled by parents.

C. Each student who has reached the age of eighteen (18) years shall assume full responsibility for his/her performance in school, attendance, and compliance with school rules and regulations.

D. The parents of each student reaching the age of eighteen (18) shall be informed of the student's rights.

E. Instructional Materials

1. Parents shall be notified annually that all instructional materials, including teacher's manuals, audiovisuals, or other supplementary instructional material, used in the instructional program shall be available for inspection by the parents/**guardians** of students, in accordance with Board policy.

**2.** Instructional materials do not include tests or academic assessments.[4]

F. Surveys/Evaluations

1. All surveys and instruments used to collect information from students shall relate to the district's **District's** educational objectives.[5]

2. Parents/**guardians** shall have the right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student.

**a.** Such requests shall be in writing and submitted to the building principal.

3. No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning:[5][6]

a. Political affiliations or beliefs of student or parents.

b. Mental and psychological problems of the student or family.

c. Sexual behavior or attitudes.

d. Illegal, antisocial, self-incriminating or demeaning behavior.

e. Critical appraisals of other individuals with whom respondents have close family relationships.

f. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

g. Religious practices, affiliations, or beliefs of the student or parents.

h. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

4. ~~However, such~~ **Such** survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent have been notified of their right to inspect all related materials and to opt the student out of participation.

5. The ~~district~~ **District** shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.

## G. Collection of Information for Marketing

1. Parents have the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information. This 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.[\[5\]](#)

## ~~IV.~~ **V.** Delegation of Responsibility

A. The Superintendent or designee shall develop and promulgate procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described, to be reviewed annually and updated as required.

B. The Superintendent or **the Superintendent's** designee shall annually notify parents concerning:[\[5\]](#)

1. Contents of this policy and its availability.
2. Approximate dates that any surveys requesting personal information may be scheduled.
3. Procedures to request access to survey instruments prior to administration.
4. Procedures for opting students out of participation in surveys.

### **Revision History:**

**May 21, 2003**

Legal	1. 24 P.S. 510
	2. 22 PA Code 12.3
	3. 22 PA Code 12.2
	4. Pol. 105.1
	5. 20 U.S.C. 1232h
	6. 22 PA Code 4.4

Last Modified by Policy Staff on April 4, 2019





Book	Policy Manual
Section	200 Pupils
Title	Student Assistance Program
Code	236
Status	Policy Committee Review
Adopted	November 14, 2007
Last Revised	July 9, 2012

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

- A. The Board is committed to assisting all students to achieve ~~to~~ their fullest potential.

## II. Definition

### **A. For the purposes of this policy, the following definitions shall apply.**

~~A. 1. "Student Assistance Program or {SAP}"~~ - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.<sup>[1]</sup>

## III. Authority

- A. The Board shall provide a Student Assistance Program (SAP) that assists ~~district~~ **District** employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.<sup>[2][3]</sup>

## IV. Delegation of Responsibility

- A. The Superintendent or **the Superintendent's** designee shall develop, implement, maintain and monitor a Student Assistance Program (SAP) that complies with state regulations.

## V. Guidelines

- A. The Student Assistance Program (SAP) shall provide assistance in:
1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.

2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

**Revision History:**  
**July 9, 2012**

Legal

1. 22 PA Code 12.16
2. 24 P.S. 1547
3. 22 PA Code 12.42
- 22 PA Code 12.41
- 20 U.S.C. 1232g
- 42 Pa. C.S.A. 8337
- 34 CFR Part 99

Last Modified by Policy Staff on April 4, 2019



Book	Policy Manual
Section	200 Pupils
Title	Use of Electronic Devices
Code	237
Status	Policy Committee Review
Adopted	July 13, 2009
Last Revised	October 22, 2012

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the district's **District's** students.

~~B. Nonetheless, the~~ **The** Board believes that students should have an educational environment free from unnecessary disruptions and distractions.

**C.** The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.

## II. Authority

A. ~~Therefore the~~ **The** Board adopts this policy to maintain an educational environment that is safe and secure and free from distractions for its students, while aiming to permit pupils to reasonably and responsibly utilize mobile technology.[\[1\]](#)

## III. Definition

**A. For the purposes of this policy, the following definitions shall apply.**

**1. "Electronic Devices"** shall include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any device that can provide a connection to the Internet (whether wireless, **or** wired, ~~3G or 4G~~); laptops and tablet computers, electronic gaming systems, pagers, e-readers, and laser pointers.

## IV. Guidelines

A. The Board prohibits the possession of laser pointers and telephone paging device/beeper by any student in ~~district~~ **District** buildings and on ~~district~~ **District** property, including on ~~district~~ **District** buses and vehicles; and at activities, sponsored, supervised, or sanctioned by the ~~district~~ **District**.

**B.** A school administrator may grant an exception to this specific prohibition when a student is a member of a volunteer ambulance, fire, or rescue squad or where the student has a medical condition that necessitates the use of a paging device/beeper.[2]

~~B.~~ **C.** The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, and other changing areas.

~~C.~~ **D.** The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes as outlined below.[5]

~~D.~~ **E. Elementary School**

1. The Board prohibits the use of any electronic devices by any elementary school student while in ~~district~~ **District** buildings, on ~~district~~ **District** property and grounds and at school sponsored activities except as follows below.

**2.** An electronic device that is possessed by any student in school buildings or on district property must remain powered off and kept out of sight at all times, except as follows below.

~~2.~~ **3. Exceptions**

a. Students participating in after-school activities may use mobile phones under the following conditions:

~~(1.)~~ **i.** The mobile phone must remain off during the after-school activity.

~~(2.)~~ **ii.** The mobile phone may be turned on and used when authorized by the activity advisor, coach, or building administrator to make brief telephone calls to a parent/guardian, or other person providing transportation to the student.

b. Students may use electronic devices in the classroom during the school day for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

~~3.~~ **4.** Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

~~4.~~ **5.** Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.[4]

**E. Middle School and High School**

1. The Board prohibits the use of any electronic devices by any middle and high school student during instructional times during the school day (from the beginning of 1<sup>st</sup> period until the end of last period), which includes homeroom and study halls, except that students may use electronic devices during instructional times for

instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

2. Students in the high school are permitted to use electronic devices during non-instructional times including lunch periods, before school hours, after school hours, and between classes, so long as such use does not:
  - a. Disrupt school activities or instruction.
  - b. Violate any other board or school policies.
  - c. Violate state or federal law.
  - d. Violate any of the prohibitions set forth elsewhere in this policy.
3. If an electronic device utilizes the ~~district's~~ **District's** Internet connection, the school ~~district's~~ **District's** Acceptable Use Policy applies and is incorporated herein by reference.
4. Advisors and coaches of extracurricular activities shall have discretion to regulate and limit the use of electronic devices by high school students while participating in sports or extracurricular activities, and school-sponsored trips.
5. Nothing in this policy shall affect the ability of the building administrator or his/her **the administrator's** designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.[4]
6. Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

#### F. Loss or Damage to Electronic Devices

1. Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school.
- 2.** The ~~district~~ **District** shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, to school sponsored events or trips, or from the confiscation of an electronic devices as the result of a policy violation.

#### G. Non School District Networks

1. Non-school networks such as, but not limited to, 3G, ~~and~~ 4G **and 5G** are prohibited from use by students at school during the school day.

#### H. Student Responsibility for Data Charges

1. No Student shall be required to provide a personal electronic device as a condition of receiving educational instruction.
- 2.** If any student chooses to utilize such a device pursuant to this policy, the student and parents assume full responsibility for any phone or data charges that may result from such use.

## I. Limitation on Technical Support

1. District information technology staff may not provide technical assistance to Students for their personal devices.

~~2. However, this~~ **This** policy shall not prohibit district information technology staff from providing general instructions for the configuration of such devices to access or connect to ~~district-owned~~ **District-owned** technology resources.

## J. Penalties for Violations

1. The Board authorizes building administrators, teachers, and security personnel to confiscate a student's electronic devices when used in violation of this policy.

**2.** All confiscated electronic devices shall be delivered promptly to the building administrator's office.

**3.** Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent or guardian for a second or subsequent offense.

~~2.~~ **4.** Building administrators may impose additional disciplinary sanctions against students for violations of this policy in accordance with the K to 12 student code of conduct.

## K. Development of Administrative Guidelines

1. The Superintendent or ~~his/her~~ **the Superintendent's** designee may develop administrative guidelines to implement this policy.

**2.** The Superintendent shall ensure that students are made aware of this policy and any administrative guidelines by means of each school's student handbook, the district website, or other reasonable means of written communication.

### **Revision History:**

**October 22, 2012**

Legal	1. 24 P.S. 510
	2. 24 P.S. 1317.1
	4. Pol. 113
	5. 18 Pa. C.S.A. 5703
	Pol. 122
	Pol. 123
	Pol. 218
	Pol. 226
	Pol. 233
	Pol. 815

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Foreign Exchange Students
Code	239
Status	Policy Committee Review
Adopted	November 17, 1997
Last Revised	April 26, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. In order to promote cultural awareness and understanding and to provide diverse experiences to District students, the Board shall admit foreign exchange students into the schools of the District.

## II. Authority

A. The Board shall accept foreign exchange students who meet the established guidelines for admission to District schools.

B. The Board shall accept exchange students on a J-1 Visa who reside within the District as participants in group-sponsored exchange programs approved by the Board.

1. Exchange students on a J-1 Visa shall not be required to pay tuition.

C. The Board shall accept privately sponsored exchange students on an F-1 Visa for attendance only in secondary schools upon payment of tuition at the established District rate;

1. Tuition payments may not be waived.

2. The period of attendance shall not exceed twelve (12) months.

## III. Delegation of Responsibility

A. The Superintendent or his/her **the Superintendent's** designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to District schools.

B. All potential organizations or individuals applying for admission shall forward the request to the Superintendent or his/her **the Superintendent's** designee by July 1 preceding the school year of attendance.

## IV. Guidelines

- A. Foreign exchange students shall comply with all immunization requirements for students.
- B. Once admitted, all exchange students shall be subject to all District policies and regulations governing students.

**Revision History:****April 26, 2018**

Legal	22 PA Code 4.74
	22 PA Code 11.11
	8 U.S.C. 1101
	20 U.S.C. 6801 et seq
	42 U.S.C. 2000d et seq
	22 CFR Part 62
	Pol. 138
	Pol. 200
	Pol. 203

Last Modified by Policy Staff on April 9, 2019





Book	Policy Manual
Section	200 Pupils
Title	Awards
Code	240
Status	Policy Committee Review
Adopted	March 29, 1993

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Purpose**

A. The Board shall provide an annual fund in the budget to be used for academic and activity awards.

**B.** These funds shall be expended only upon recommendation of the principal and subject to Board approval annually, for purposes in keeping with the established goals of the school ~~district~~ **District**.

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Code	246
Status	Policy Committee Review
Adopted	April 24, 2006
Last Revised	October 25, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The New Hope-Solebury School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn.

B. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion<sup>7</sup> of regular physical activity as part of the total learning experience.

C. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

## II. Authority

A. The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

B. 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 nutrition 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.

## III. Definitions

**A. For the purposes of this policy, the following definitions shall apply.**

- a. ~~1. "Competitive Foods,"~~ for the purposes of this policy, are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.
- b. ~~2. For purposes of this policy, school-campus~~ **"School Campus"** is defined as any area of property under the jurisdiction of the school that students may access during the school day.[\[3\]](#)[\[17\]](#)
- c. ~~3. For purposes of this policy, school day~~ **"School Day"** is defined as the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[\[3\]](#)[\[17\]](#)
- d. ~~4. "Exempt fundraisers,"~~ for the purposes of this policy, are defined as fundraisers in which Competitive Foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[\[17\]](#)
- e. ~~5. "Non-sold competitive foods"~~ **are defined as foods** available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks~~7.1~~

**a. Non-sold competitive foods** shall meet or exceed the standards established by the District.

~~III.~~ **IV. Delegation of Responsibility**

- A. The Superintendent or the Superintendent's designee shall be responsible for the implementation and oversight of this policy to ensure each of the District's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[\[2\]](#)[\[3\]](#)
- B. Each building principal or **principal's** designee shall annually report to the Superintendent or the Superintendent's designee regarding compliance in the principal's school.[\[3\]](#)
- C. Staff members responsible for programs related to school wellness shall report to the Superintendent or the Superintendent's designee regarding the status of such programs.
- D. The Superintendent or the Superintendent's designee shall annually report to the Board on the District's compliance with law and policies related to school wellness.

1. The report may include:

- a. Assessment of school environment regarding school wellness issues.
- b. Evaluation of food services program.
- c. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
- d. Listing of activities and programs conducted to promote nutrition and physical activity.
- e. Recommendations for policy and/or program revisions.
- f. Suggestions for improvement in specific areas.
- g. Feedback received from District staff, students, parents/guardians, community members and the Wellness Committee.

E. The Superintendent or the Superintendent's designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation.

F. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[\[2\]](#)[\[3\]](#)

1. The extent to which each District school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the District in attaining the goals of this policy.

G. At least once every three (3) years, the District shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as District and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[\[3\]](#)

H. The District shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the District website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

I. This annual notification shall include:

1. information on how to access the School Wellness policy;
2. information about the most recent triennial assessment;
3. information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and
4. a means of contacting Wellness Committee leadership.[\[2\]](#)[\[3\]](#)

#### ~~IV.~~ **V. Guidelines**

##### A. Recordkeeping

1. The District shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[\[3\]](#)[\[4\]](#)
  - a. The written School Wellness policy.
  - b. Documentation demonstrating that the District has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
  - c. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the District to inform the public of their ability to participate in the review.
  - d. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

##### B. Wellness Committee

1. The District shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Director, District administrator, District food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public.
2. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[\[2\]](#)
3. The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.
4. The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[\[3\]](#)

#### C. Nutrition Education

1. Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Physical Education.[\[5\]](#)[\[6\]](#)[\[7\]](#)
2. Nutrition education in the District shall teach, model, encourage and support healthy eating by students.
  - a. Promoting student health and nutrition enhances readiness for learning and increases student achievement.
3. Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
4. Nutrition education lessons and activities shall be age-appropriate.
5. Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.
6. School food service and nutrition education classes shall cooperate to create a learning laboratory.
7. Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.
8. Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.
9. The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development.
  - a. The District shall develop standards for such training and professional development.[\[8\]](#)
10. Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

#### D. Nutrition Promotion

1. Consistent nutrition messages shall be disseminated and displayed throughout the District schools, classrooms, and cafeterias.
2. Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans.
3. District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

#### E. Physical Activity

1. District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.
2. Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.
3. Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals, and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.
4. A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
5. Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.
6. District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys and Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.
7. Physical activity shall not be used or withheld as a form of punishment.
8. Students and their families shall be encouraged to utilize District-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established District rules.

#### F. Physical Education

1. All District students must participate in physical education.
2. A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.[6][7][9]
3. Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
4. Physical education classes shall be a means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.
5. A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

6. A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.
7. 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.
8. A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.
9. Students shall be moderately to vigorously active as much time as possible during a physical education class.
  - a. Documented medical conditions and disabilities shall be accommodated during class.
10. Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
11. Physical education shall be taught by certified health and physical education teachers.
12. Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.
13. Physical Education Classes shall not be used or withheld as a form of punishment.

#### G. Other School Based Activities

1. Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
2. Nutrition professionals who meet hiring criteria established by the District and in compliance with federal regulations, shall administer the school meals program. Professional development and continuing education shall be provided for District nutrition staff, as required by federal regulations.[\[8\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)
3. District schools shall provide adequate space, as defined by the District, for eating and serving school meals.
4. Students shall be provided a clean and safe meal environment.
5. Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.
6. District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.
7. Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the District.[\[10\]](#)
8. Students shall have access to hand washing or sanitizing before meals and snacks.
9. Access to the food service operation shall be limited to authorized staff.



10. Nutrition content of school meals shall be available to students and parents/guardians.
11. Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.
12. To the extent possible, the District shall utilize available funding and outside programs to enhance student wellness.
13. The District shall provide appropriate training to all staff on the components of the School Wellness Policy.
14. Goals of the School Wellness Policy shall be considered in planning all school based activities.
15. Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.
16. 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.
17. 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.
18. The District shall maintain a healthy school environment to optimize conditions for learning and minimize potential health risks to students, including but not limited to indoor air quality, in accordance with the District's healthy learning environment program and applicable laws and regulations.

#### H. Nutrition Guidelines for All Foods/Beverages at School

1. All foods and beverages available in District schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.
2. Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards. [\[10\]](#)[\[11\]](#)[\[14\]](#)[\[15\]](#)
3. Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

#### I. Competitive Foods

##### ~~1. Definitions:~~

- ~~a. **Competitive Foods**, for the purposes of this policy, are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.~~
- ~~b. For purposes of this policy, **school campus** is defined as any area of property under the jurisdiction of the school that students may access during the school day.~~  
~~[\[3\]](#)[\[17\]](#)~~
- ~~c. For purposes of this policy, **school day** is defined as the period from midnight before school begins until thirty (30) minutes after the end of the official school day.~~  
~~[\[3\]](#)[\[17\]](#)~~



~~2-~~ **1.** Competitive Foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School).

a. These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to:

- i. A la carte options in cafeterias;
- ii. Vending machines;
- iii. School stores;
- iv. Snack carts;
- v. Fundraisers.[\[3\]](#)[\[17\]](#)[\[18\]](#)

~~3-~~ **2.** The District may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[\[17\]](#)

#### J. Fundraiser Exemptions

~~1. **Exempt fundraisers**, for the purposes of this policy, are defined as fundraisers in which Competitive Foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.~~[\[17\]](#)

~~2-~~ **1.** Fundraising activities held during the school day involving the sale of Competitive Foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[\[19\]](#)

~~3-~~ **2.** The District may allow a limited number of exempt fundraisers each school year as permitted by the Pennsylvania Department of Education: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings.

#### K. Non-Sold Competitive Foods

~~1. Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the District.~~

~~2-~~ **1.** If the offered **non-sold** competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

a. Rewards and Incentives:

- i. Foods and beverages shall not be used as a reward or incentive in District Schools.
- ii. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

b. Classroom Parties and Celebrations:

- i. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.

#### L. Marketing/Contracting

1. Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[\[3\]](#)[\[17\]](#)
2. Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law.
  - a. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[\[20\]](#)

#### M. Management of Food Allergies in District Schools

1. The District shall establish Board policy to address food allergy management in District schools in order to:
  - a. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
  - b. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
  - c. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

#### N. Safe Routes to School

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

**Revision History:**  
**October 25, 2018**

## Legal

1. 24 P.S. 1422.1
2. 42 U.S.C. 1758b
3. 7 CFR 210.31
4. 7 CFR 210.15
5. 24 P.S. 1513
6. Pol. 102
7. Pol. 105
8. Pol. 808
9. 24 P.S. 1512.1
10. 7 CFR 210.10
11. 7 CFR 220.8
12. 24 P.S. 701
13. 24 P.S. 742
14. 42 U.S.C. 1751 et seq
15. 42 U.S.C. 1773
16. 7 CFR 210.30
17. 7 CFR 210.11
18. 7 CFR 220.12
19. Pol. 229
20. 24 P.S. 504.1
- 24 P.S. 1337.1
- 24 P.S. 1422
- 24 P.S. 1422.3
- P.L. 111-296
- 7 CFR Part 210
- 7 CFR Part 220
- Pol. 103
- Pol. 103.1

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247
Status	Policy Committee Review
Adopted	September 14, 1999
Last Revised	September 19, 2016

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing.

**B.** Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

## II. Definitions

A. ~~For purposes of this policy "hazing" is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:~~ **Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[1]**

### **1. Violate federal or state criminal law.**

~~4.~~ **2. Forced consumption of Consume any food, liquor, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.**

~~1.~~ **3. Any Endure brutality of a physical nature, such as including whipping, beating, branding, calisthenics or exposure to the elements.**

~~2. Unreasonable forced calisthenics;~~

~~3. Exposure to the elements;~~

5. ~~4.~~ Any other forced physical activity which could **Endure brutality of a mental nature, including activity** adversely affect ~~affecting~~ the physical health and safety of the individual, and shall include any activity which would subject **mental health or dignity of** the individual, to extreme mental stress, such as sleep deprivation, forced exclusion from social contact ~~or forced conduct which is intended to or~~ **that** could result in humiliation extreme embarrassment. ~~or any other forced activity which could adversely affect the mental health or dignity of the individual; or~~

**5. Endure brutality of a sexual nature.**

6. Any willful destruction or removal of public or private property for use in hazing activities.

**6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.**

B. For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

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

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

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

**D. Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.**[\[3\]](#)[\[4\]](#)

**E. Any activity, as described above, shall be deemed a violation of this policy regardless of whether:**[\[5\]](#)

**1. The consent of the student was sought or obtained, or**

**2. The conduct was sanctioned or approved by the school or organization.**

C. ~~F.~~ For purposes of this policy, "student activity" or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district. **Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the District, whose members are primarily students or alumni of the organization.**[\[6\]](#)[\[7\]](#)

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

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

### III. Authority

A. The District **Board** prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

**[4][5][7][9][10]**

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

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

#### **IV. Delegation of Responsibility**

A. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or any organization found to be in violation of this policy.

B. Students, parents/guardians, administrators, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the building principal **or the building principal's designee.**

#### **V. Discrimination/Discriminatory Harassment**

**A. Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer.**

**B. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11]**  
**[12]**

#### **~~V.~~ VI. Guidelines**

~~A. The District shall annually inform students, parents/guardians, coaches, sponsors, volunteers and District staff that hazing of district students is prohibited, by means of:~~ **In addition to posting this policy on the District's publicly accessible website, the District shall inform students, parents/guardians, sponsors, volunteers and District employees of the District's policy prohibiting hazing, including District rules, penalties for violations of the policy, and the program established by the District for enforcement of the policy by means of [4]**

1. Distribution of written hazing policy.
2. Publication of the hazing policy in handbooks.
3. Verbal instructions by the coach or sponsor at the start of each season or program.
4. Posting of notice/signs.

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

C. If a student activity or organization authorizes hazing in disregard of this policy or other applicable District rules, penalties may include ~~recision~~ **rescission** of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.

#### D. Complaint Procedure

1. When anyone believes that hazing has occurred, s/he **that individual** shall promptly report the incident, orally or in writing, to the principal **or the principal's designee**.

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

~~2. 3.~~ The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. **The Board directs that verbal and written complaints of hazing shall be provided to the building principal or the building principals' designee, who shall promptly notify the Superintendent or the Superintendent's designee of the allegations and determine who shall conduct the investigation.**

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

~~3.~~ The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant. Confidentiality shall be maintained for the complainant.

#### **5. Interim Measures/Police**

**a. Upon receipt of a complaint of hazing, the building principal or the building principal's designee, in consultation with the Superintendent or the Superintendent's designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report.**

**b. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.**

**c. Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with District practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding.**

**d. The decision to report a matter to the police should not involve an analysis by District personnel of whether safe harbor provisions might**

apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[13\]](#)

## **6. Referral To Law Enforcement and Safe Schools Reporting Requirements**

**a. For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.**[\[14\]](#)[\[15\]](#)[\[16\]](#)

**b. The Superintendent or the Superintendent's designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**[\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

**c. The Superintendent or the Superintendent's designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or the Superintendent's designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident.**

**d. The Superintendent or the Superintendent's designee shall document attempts made to reach the parent/guardian.**[\[14\]](#)[\[20\]](#)[\[21\]](#)

**7. In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.**[\[15\]](#)[\[20\]](#)

**8. Confidentiality: Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the District's legal and investigative obligations.**

**9. Retaliation: Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.**

## **10. Consequences for Violations**

**a. Safe Harbor: An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.**[\[13\]](#)

## **11. Students**

~~4. a. If the investigation results in a finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct~~ **If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances**



warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

5. ~~b.~~ Additionally, any student who engages in hazing activities may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity. In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[22\]](#)

c. When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine on each student determined to have engaged in hazing in violation of this policy.[\[4\]](#)[\[23\]](#)

d. When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon.

e. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.[\[4\]](#)

## 12. Nonstudent Violators/Organizational Hazing

6. ~~a.~~ If the investigation results in a **substantiated** finding that a coach, ~~or~~ sponsor, **or volunteer** affiliated with the **student** activity **or organization** planned, directed, encouraged, assisted, **engaged in**, ~~or~~ condoned **or ignored** any form of hazing **violation of this policy**, ~~s/he~~ **the individual** will be disciplined appropriately. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from District employment.[\[24\]](#)

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

7. **13. Criminal Prosecution:** Any person **or organization that** causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

### Revision History:

September 19, 2016

## Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 18 Pa. C.S.A. 2810
14. 22 PA Code 10.2
15. 24 P.S. 1303-A
16. 35 P.S. 780-102
17. 22 PA Code 10.21
18. 22 PA Code 10.22
19. 24 P.S. 1302.1-A
20. Pol. 805.1
21. 22 PA Code 10.25
22. Pol. 218
23. Pol. 233
24. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Student Recruitment
Code	250
Status	Policy Committee Review
Adopted	May 21, 2003
Last Revised	April 26, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Authority**

A. In accordance with law, the Board shall permit disclosure of required student information about ~~secondary students~~ **Secondary Students** to representatives of ~~postsecondary institutions~~ **Postsecondary Institutions** and to representatives of the Armed Forces of the United States.[\[1\]\[2\]\[3\]](#)

B. Equitable access to ~~secondary students~~ **Secondary Students** shall be granted to ~~postsecondary~~ **Postsecondary Institution** education representatives, representatives of the Armed Forces of the United States and prospective employers.

## **II. Definitions**

**A. For the purposes of this policy, the following definitions shall apply.**

~~A.~~ **1. "Secondary Students"** is defined as students in grades 7-12.

~~B.~~ **2. "Postsecondary Institutions"** is defined as colleges or universities.

## **III. Guidelines**

A. Postsecondary ~~institutions~~ **Institutions** and representatives of the Armed Forces of the United States shall have access to ~~secondary students'~~ **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.[\[1\]\[3\]](#)

B. The District shall annually notify parents/guardians of their right to request student information not be released to representatives of ~~postsecondary institutions~~ **Postsecondary Institutions** and representatives of the Armed Forces of the United States without their written consent.[\[1\]\[3\]\[4\]](#)

## **III. Delegation of Responsibility**

A. The building principal shall determine under what conditions and when access to ~~secondary students~~ **Secondary Students** will be provided to representatives of ~~postsecondary institutions~~ **Postsecondary Institutions**, representatives of the Armed Forces of the United States and prospective employers.

B. 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.

C. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall annually notify parents/guardians about this policy and the notice shall include: [\[4\]](#)

1. Notice that the school routinely discloses names, address and telephone numbers of ~~students~~ **Secondary Students** to representatives of ~~postsecondary institutions~~ **Postsecondary Institutions**, representatives of the Armed Forces of the United States and prospective employers, subject to a parent's/guardian's request not to disclose such information without written consent.

2. Explanation of the parent's/guardian's right to request that information not be disclosed without prior written consent.

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

#### **Revision History:**

**April 26, 2018**

Legal

1. 20 U.S.C. 7908
2. 51 P.S. 20221 et seq
3. 10 U.S.C. 503
4. 51 P.S. 20222
- 22 PA Code 403.1
- 24 P.S. 2402 (Military Uniform)

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Homeless Students
Code	251
Status	Policy Committee Review
Adopted	July 21, 2003
Last Revised	April 26, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Authority**

A. The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other District students.

B. The District shall make reasonable efforts to identify homeless children within the District, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

## **II. Definitions**

### **A. For the purposes of this policy, the following definitions shall apply.**

~~A.~~ **1. "Homeless student"** is defined as an individual lacking a fixed, regular and nighttime residence, which includes but is not limited to the following conditions:[\[4\]](#)

~~1.~~ **a.** Sharing the housing of other persons due to loss of housing or economic hardship.

~~2.~~ **b.** Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.

~~3.~~ **c.** Living in emergency, transitional or domestic violence shelters.

~~4.~~ **d.** Abandoned in hospitals.

~~5.~~ **e.** Awaiting foster care placement.

~~6.~~ **f.** Living in public or private places not designed for or originally used as regular sleeping accommodations for human beings.

~~7-~~ **g.** Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.

~~8-~~ **h.** Living as migratory children.

~~9-~~ **i.** Living as run-away children.

~~10-~~ **j.** Abandoned or forced out of homes by parents or caretakers.

~~11-~~ **k.** Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

B. **"School of origin"** is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.

### III. **Delegation of Responsibility**

A. The Board designates the Director of Student Services to serve as the District's liaison for homeless students and families.[\[5\]](#)

B. The District's liaison shall coordinate with:[\[5\]](#)

1. Local service agencies that provide services to homeless children and youth and families.
2. Other school districts on issues of records transfer and transportation.
3. State and local housing agencies responsible for comprehensive housing affordability strategies.

C. The District's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.[\[5\]](#)

### IV. **Guidelines**

A. Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.[\[5\]](#)[\[6\]](#)

B. Enrollment/Placement

1. To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in the student's school of origin while the student remains homeless or until the end of the academic year in which the student obtains permanent housing.[\[5\]](#)
2. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[\[5\]](#)
3. If a student is unaccompanied by a parent/guardian, the District liaison will consider the views of the student in determining where the student will be enrolled.[\[5\]](#)[\[13\]](#)
4. If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.[\[5\]](#)

- a. The parents/guardians shall be provided with a written explanation of the district's **District's** decision, their right to appeal and the procedures to use

for the appeal.

C. Services

1. Homeless students shall be provided services comparable to those offered to other district's **District's** students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students. [\[2\]](#)[\[5\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

D. Transportation

1. The District shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school District. [\[2\]](#)[\[5\]](#)[\[20\]](#)
2. If the school of origin is outside District boundaries or a homeless student lives in another district but will attend the student's school of origin in this District, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation. [\[5\]](#)

**Revision History:**

**April 26, 2018**

## Legal

1. 42 U.S.C. 11431 et seq
2. 24 P.S. 1306
3. 22 PA Code 11.18
4. 42 U.S.C. 11434a
5. 42 U.S.C. 11432
6. 42 U.S.C. 11431
7. Pol. 201
8. Pol. 203
9. Pol. 204
10. Pol. 209
11. Pol. 216
12. Pol. 200
13. Pol. 206
14. Pol. 113
15. Pol. 114
16. Pol. 115
17. Pol. 138
18. Pol. 146
19. Pol. 808
20. Pol. 810
21. Pol. 918
- 22 PA Code 403.1
- 20 U.S.C. 1232g
- 20 U.S.C. 6301 et seq
- 34 CFR Part 99
- 34 CFR 200.30
- 34 CFR 299.19
- 67 Fed. Reg. 10698
- PA Education for Homeless Children and Youth State Plan
- Pol. 103.1

Last Modified by Policy Staff on April 9, 2019





Book	Policy Manual
Section	200 Pupils
Title	Allergies
Code	252
Status	Policy Committee Review
Adopted	December 21, 2009

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

### **I. Purpose**

A. The ~~district~~ **District** is committed to the well being of all district students and recognizes the serious nature of some of our students' allergies.

**B.** To address this need, the Superintendent shall issue ~~administrative~~ regulations which:

1. Provide for proper training of staff.
2. Provide education on the prevention of allergic episodes.
3. Establish procedures for emergencies.
4. Establish procedures to minimize potential for allergic reactions.
5. Promote communication with affected students and their families.
6. Promote public awareness.
7. Conform to applicable law.

Legal 24 P.S. 510

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Book	Policy Manual
Section	200 Pupils
Title	Suicide and Self-Harming Behavior Prevention
Code	253
Status	Policy Committee Review
Adopted	December 21, 2009
Last Revised	May 25, 2017

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. Suicide among youth is a major national concern, and it is one of the leading causes of death among young people.

**B.** The ~~district~~ **District** is committed to make every attempt to reduce the risk of suicide among students.

## II. Authority

A. The Board delegates the responsibility for the implementation of this policy to the Superintendent or ~~his/her~~ **the Superintendent's** designee.

## III. Guidelines

A. Every building principal or ~~his/her~~ **the principal's** designee shall:

1. Develop a student referral and suicide prevention implementation plan.
2. Instruct school staff on the referral procedures and plan's implementation annually.

B. All District employees shall be provided with professional development and suicide awareness training periodically, as directed by state law, on the warning signs of suicide.

C. Each school shall be provided with information related to suicide including community sources of help.

D. The District policy shall be reviewed annually.

### **Revision History:**

**May 25, 2017**

Legal

Pol. 207

Pol. 236

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Relatives as Staff Members
Code	254
Status	Policy Committee Review
Adopted	April 20, 2015

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. As a general rule, students should not be taught courses by or receive instruction from relatives.

~~B. However, as is the case with many smaller school districts, it is not uncommon in New Hope-Solebury School~~ **Exceptions to this rule can be used where the** District ~~to have~~ **has** a single **single** teacher as the sole provider of an entire content area and/or one specific course.

~~B. C.~~ Additionally, students shall not be supported by instructional assistants to whom they are related.

~~D. Finally, students~~ **Students** shall not be disciplined or scheduled by administrators to whom they are related.

## II. Definition

**A. For the purposes of this policy, the following definitions shall apply.**

~~A. 1.~~ **"Relative"** - Mother, father, grandmother, grandfather, brother, sister, aunt, uncle, first cousin, or second cousin or anyone with whom the student shares living quarters.

~~B. 2.~~ **"Content area"** and/or **"specific course impacts"**:

1. **a.** Instructional periods(s) for which grades and/or credit is given.

2. **b.** Instructional period(s) for which the child is solely supervised by a relative.

## III. Delegation of Responsibility

A. The Superintendent will authorize the ~~Assistant to the Superintendent~~ **the Superintendent's designee** in conjunction with the building principals to address the situation of a student needing to take content area and/or specific course from a relative.

## IV. Guidelines

A. The following guidelines shall be employed to address the issue of a student taking a course from a relative:

1. The building principal shall notify the Assistant to the Superintendent of the instance in which a student is scheduled into a course taught by his/her **the student's** relative.
2. The building principal shall arrange a meeting with the parents/guardians of the student, the teacher of the course, and the ~~Assistant to the Superintendent~~ **Superintendent's designee**.
3. All reasonable and available alternatives to the student's placement will be reviewed.
- ~~4.~~ **5.** These reasonable alternatives shall include, but shall not be limited to, student schedule changes, receiving instruction from another teacher, completing an independent study, or engaging in cyber work to fulfill the course requirement.
- ~~4.~~ **5.** The decisions about the student's placement will be made jointly between all of the parties included in the aforementioned meeting.
  - a.** If no joint decision can be made, the Assistant to the Superintendent shall have the final decision-making prerogative for class/course placement.
- ~~5.~~ **6.** If the decision is made to keep the student in a course taught by a relative, the building principal and the ~~Assistant to the Superintendent~~ **the Superintendent's designee** shall identify another teacher who shall assume responsibility for grading assessments and assignments that comprise the student's grade for the course.
- ~~7.~~ **Further, if 1f** the student remains in a course taught by a relative, recommendations for awards and/or honors in the subject area shall be made by a third party, namely another teacher who is not the student's relative.
- ~~6.~~ **8.** The building principal and the Assistant to the Superintendent shall meet at least quarterly with the teachers involved with the student being taught by a relative to ensure that the guidelines articulated in this policy are being met.

B. The following guidelines shall be employed to address the issue of a student taking a course supported by an Instructional Assistant who is a relative:

1. The building principal will notify the Assistant to the Superintendent if a student is scheduled into a class/course supported by an instructional assistant.
- 2.** The building principal and the teacher of record will monitor the situation to ensure that appropriate levels of support are given.
- ~~2.~~ **3.** Students shall not be supported in a one-to-one capacity by an instructional assistant to whom they are related.

C. The following guidelines shall be employed to address the issue of a student enrolled in a building with a relative as principal:

1. The building principal will notify the ~~Assistant to the Superintendent~~ of instances where an administrator is related to a student.
2. The building principal shall not engage in investigations and/or disciplinary action of his/her **the principal's** relative.
  - a.** Such work shall be done by the Assistant to the Superintendent or designee.

3. Scheduling of students by administrators who are relatives shall be approved by the Assistant to the Superintendent or **the Superintendent's** designee.

D. In the event that a student is related to another administrator (beyond his/her **the student's** respective building principal), the building principal shall monitor the situation to ensure appropriate supports are provided.

Last Modified by Policy Staff on April 9, 2019



Book	Policy Manual
Section	200 Pupils
Title	Gender Expansive and Transgender Students
Code	255
Status	Policy Committee Review
Adopted	March 23, 2017
Last Revised	April 27, 2017

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. It is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of, among other factors, gender, gender identity and gender expression.

**B.** Therefore, the District adopts this policy to foster an educational environment that is safe and free from discrimination based on gender identity and expression.

## II. Definitions

### **A. For the purposes of this policy, the following definitions shall apply.**

~~A.~~ **1. "Gender Identity"** – A person's deeply held internal sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth.

~~B.~~ **2. "Gender Expansive"** - A term that conveys a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system.

~~C.~~ **3. "Gender Expression"** – The way a person expresses gender, for example, in dress, grooming, hairstyle, behavior, activities, interests, speech, and mannerisms.

~~D.~~ **4. "Transgender"** – A person whose gender identity and/or gender expression is different from that of the gender that person was assigned at birth.

~~E.~~ **5. "Gender Nonconforming"** – denotes or relates to a student whose behavior or appearance does not conform to prevailing cultural and social expectations about what is appropriate to that student's gender assigned at birth.

~~F.~~ **6. "Gender Assigned at Birth"** – denotes the gender that appears on a student's birth records, or other state or federally-issued identification.

### III. Delegation of Responsibility

- A. In an effort to ensure that Gender Expansive and Transgender students are provided with ~~such~~ an equal opportunity to achieve their maximum potential through District programs, and in order to ensure that Gender Expansive and Transgender students are provided with equal access to all school programs and activities, the Board authorizes the Superintendent or ~~his/her~~ **the Superintendent's** designee to develop and promulgate regulations designed to ensure the safety, comfort, and healthy development of Gender Expansive and Transgender students while maximizing such students' social integration with other students and minimizing stigmatization and isolation.

### IV. Guidelines

#### A. Privacy/Confidential Health or Educational Information

1. All persons, including students, have a right to privacy, which includes the right to keep private one's Transgender status or Gender Nonconforming presentation at school.
2. Information about a student's Transgender status, legal name, or gender assigned at birth may constitute confidential medical or educational information.
  - a. Disclosing such information to other students, or other third parties may violate privacy laws.
- ~~3.~~ ~~Therefore, school~~ **School** personnel should not knowingly disclose information that may reveal a student's Transgender status or Gender Nonconforming presentation to others, including the student's parents/guardians and/or other school personnel when legally required to keep the information confidential.
- ~~3.~~ **4.** Gender Expansive and Transgender students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share such private information.
- ~~4.~~ **5.** When contacting the parent or guardian of a Transgender or Gender Nonconforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's Gender Assigned at Birth unless the student, parent, or guardian has specified otherwise.

#### B. Official Records

1. The District is required to maintain a permanent student record which includes the student's legal name and gender.
- 2.** The District shall change a student's official records to reflect a change in legal name or gender upon receipt of:
  - a. Documentation that the student's legal name or gender has been changed pursuant to a court order or through amendment of state or federally-issued identification;
 

or
  - b. A written, signed statement from the student's parent/guardian explaining that the student has exercised a common-law name change and has changed their name for all intents and purposes and that the change has not been made for fraudulent reasons.
- ~~2.~~ **3.** To the extent that the District is not legally required to use a student's legal name and biological sex on school records or documents, the District shall use the name and



gender by which the student identifies, if the District has been advised that the student is a gender different than that which appears on the District's permanent student record.

**4.** In situations where school employees are required by law to use or report a student's legal name or gender, such as for standardized testing, school staff shall adopt practices to avoid the inadvertent disclosure of the student's Transgender or Gender Expansive status.

### C. Names and Pronouns

1. Students have the right to be addressed by the name and pronoun that corresponds to their gender identity.

**2.** A court-ordered name or gender change is not required, and the student need not otherwise change ~~his or her~~ **the student's** official records in order to be addressed by the name and pronoun that corresponds to the student's gender identity.

~~2.~~ **3.** Students should be addressed by the pronoun associated with the gender reflected on their permanent student record when addressed by a pronoun in class, in correspondences to the student's home, and at conferences with the student's parent or guardian.

**4.** If a Transgender or Gender Expansive student wishes to be addressed by a pronoun not associated with the gender reflected on the student's permanent student record, that student shall notify the building principal in writing of the same.

**a.** That written notice shall be included in the permanent student record along with the student's legal name in order to inform teachers and staff of the name and pronoun by which to address the student.

**b.** When appropriate or necessary, this information shall be communicated directly with staff to facilitate the use of proper names and pronouns.

~~3.~~ **5.** When communicating with known Transgender or Gender Nonconforming students regarding issues such as conduct, discipline, grades, attendance or health, school employees shall focus on the conduct or issues rather than making assumptions regarding the student's actual or perceived gender identity.

~~4.~~ **6.** When communicating with parents or guardians of Transgender or Gender Nonconforming students, school employees shall refrain from the use of gender pronouns and refer to the student by name whenever practicable.

~~5.~~ **7.** The District does not condone the intentional and/or persistent refusal to respect a student's gender identity, or inappropriate release of information regarding a student's Transgender or Gender Nonconforming status.

**a.** Such conduct shall be a violation of this Board Policy.

### D. Restroom Accessibility

1. No student shall be required to use a restroom that conflicts with their gender identity.

**2.** If a Transgender or Gender Nonconforming student wishes to use the restroom that corresponds to the gender they identify as, rather than the restroom associated with the gender that appears on their permanent student record, that Transgender or Gender Nonconforming student shall notify the building principal in writing of the same.

**a.** That written notice shall be included in the permanent student record.

**3.** If a Transgender or Gender Nonconforming student does not want to disclose their Transgender or Gender Nonconforming status, that student shall use the gender neutral bathrooms available on campus.

~~2-~~ **4.** Any student, whether they are Transgender or Gender Nonconforming or not, who needs or desires increased privacy when utilizing a restroom shall have access to a single stall or otherwise private restroom, but no student shall be required to use such a restroom.

#### E. Locker Room Accessibility

1. No student shall be required to use a locker room that conflicts with their gender identity.

**2.** If a Transgender or Gender Nonconforming student wishes to use the locker room that corresponds to the gender they identify as, rather than the locker room associated with the gender that appears on their permanent student record, that Transgender or Gender Nonconforming student shall notify the building principal in writing of the same.

**a.** That written notice shall be included in the permanent student record.

**3.** The use of locker rooms by Transgender or Gender Nonconforming students shall be reviewed and addressed on a case-by-case basis, but permitted in a way that, to the extent appropriate, maximizes a Transgender or Gender Nonconforming student's social integration, provides an equal opportunity to participate in physical education classes and athletic opportunities, minimizes stigmatization of the Transgender or Gender Nonconforming student, and ensures student safety. ~~No student shall be required to use a locker room that conflicts with his or her gender identity.~~

~~2-~~ **4.** Any student, whether or not they are Transgender or Gender Nonconforming, who needs or desires increased privacy when utilizing a locker room shall, upon request, be provided with access to reasonable alternative locker room conditions which could include, but are not limited to:

~~(1)~~ **a.** use of a private area (e.g., nearby restroom stall with a door, an area separated by a curtain, an office in the locker room, or a nearby health office restroom) or

~~(2)~~ **b.** a separate changing schedule (i.e., utilizing the locker room before or after the other students).

#### F. Sport and Physical Education Classes

1. Gender Expansive and Transgender students shall be permitted to participate in athletic programs/opportunities and physical education classes in a manner that is consistent with the student's gender identity.

2. The principal shall be responsible for determining students' eligibility for participation in interscholastic athletics per guidelines set forth by the Pennsylvania Interscholastic Activities Association (PIAA).

<https://www.piaa.org/schools/eligibility/>

3. Policy 227: Controlled Substances, prohibits the use of controlled substances by students. This policy will be in effect for all students.

#### G. Dress Codes

1. Gender Expansive and Transgender students shall have the right to dress in a manner consistent with their gender identity or gender expression to the extent that such dress does not conflict with school rules or other Board policies or administrative regulations.

#### H. Other School Activities

1. In any school activity or other circumstance involving separation by gender (i.e. class discussions, field trips), students shall be permitted to participate in accordance with the student's gender identity.

**2.** Teachers and other school employees shall make reasonable efforts to separate students based on factors other than gender where feasible and appropriate.

~~2.~~ **3.** In some cases, a Transgender or Gender Nonconforming student may want a room with fewer roommates or another alternative suggested by the student or their family.

**a.** Likewise, other students may opt to room with students of their gender assignment.

**b.** The District shall honor these requests and prevent the student from being marginalized because of those alternative arrangements.

**c.** If the rooming arrangement results in an increased cost to the District, that cost shall be borne by the student.

#### I. Discrimination/Harassment

1. Incidents or complaints of alleged discrimination, harassment, or violence against a Transgender or Gender Nonconforming student shall be given prompt attention in the same manner as other discrimination/harassment complaints.
2. The District has an obligation to maintain the Transgender or Gender Nonconforming student's privacy and cannot disclose or require disclosure of the student's Gender Expansive or Transgender status to the other students or other third parties without the Transgender or Gender Nonconforming student's consent.

#### J. Education and Training

1. When possible, the District shall conduct staff training and ongoing professional development to build the skills of all staff members to prevent, identify and respond to harassment and discrimination.

**2.** To further a safe and supportive school environment for all students, the District shall incorporate education and training about Gender Expansive and Transgender students into their anti-bullying curriculum, student leadership trainings and staff professional development.

~~2.~~ **3.** The Director of Education shall be responsible for incorporating Gender Expansive and Transgender students into the District's curriculum, training and professional development. The content of such professional development/training should include, but not be limited to:

- a. Terms and concepts related to gender identity, gender expression, and gender diversity in children and adolescents;
- b. Appropriate strategies for communicating with students and parents about issues related to gender identity and gender expression, while protecting student privacy;
- c. Strategies for preventing and intervening in incidents of harassment and discrimination, including cyber-bullying;
- d. District and staff responsibilities under applicable laws and District policies regarding harassment, discrimination, and gender identity and expression issues.

Legal

Pol. 227

[255 ATT-1 Preferred First Name Change for School District.pdf \(184 KB\)](#)

Last Modified by Policy Staff on April 9, 2019