

Book	Policy Manual
Section	200 Pupils
Title	Student Accident Insurance
Number	211
Status	From PSBA
Legal	<u>1. 24 P.S. 511</u> 2. Pol. 123 3. Pol. 122

Purpose

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

Authority

The Board shall require parents/guardians of students who participate in an interscholastic sport, cheerleader program, band program and designated extracurricular programs to purchase the student accident insurance available through the school district or provide proof of comparable insurance, prior to the student's participation.

The Board shall provide, at no cost to the Board, parents/guardians the opportunity to purchase insurance coverage for students **while participating** in any activity:

1. During school hours.
2. **Sponsored by the school.**
3. Round-the-clock.

The premium **shall** be paid by the parents/guardians.

The Board shall maintain insurance coverage by a qualified insurer over and above the first responsibility of family coverage at no cost to the student for injury resulting from accidents sustained while participating in an interscholastic sports program, the cheerleader program and the band program, including majorettes and color **guards**.^[1]^[2]

Delegation of Responsibility

The Superintendent or designee shall be responsible to:

1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval.
2. Notify all students and parents/guardians of students who may be eligible for insurance **purchase**.
3. **Ensure** that where the Board assumes the full cost of insurance, each eligible student

is properly insured.

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Reporting Student Progress
Number	212
Status	From PSBA
Legal	1. Pol. 216 <u>24 P.S. 510</u> Pol. 213

Purpose

The Board believes that cooperation between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress and also recognizes the effects of federal and state laws and regulations governing student records.[1]

Authority

The Board directs establishment of a system of reporting student progress that requires all appropriate staff members, as part of their professional responsibility, to comply with a reporting system which includes academic progress reports, report cards, and parent/guardian conferences with teachers.

Delegation of Responsibility

The Superintendent or designee, in **collaboration** with designated staff members, shall develop **administrative regulations** for reporting student progress to parents/guardians.

Guidelines

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

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.

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

Report cards shall be issued at intervals **of not less than nine (9) weeks**.

Progress reports **may** be issued **at** the **mid-point** of each nine **(9)** week period.

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

Book	Policy Manual
Section	200 Pupils
Title	Assessment of Student Progress
Number	213
Status	From PSBA
Legal	<u>1. 22 PA Code 4.11</u> <u>2. 22 PA Code 4.12</u> <u>3. 24 P.S. 1531</u> <u>4. 24 P.S. 1532</u> <u>5. 22 PA Code 4.51</u> <u>6. 22 PA Code 4.52</u> 7. Pol. 102 8. Pol. 127 9. Pol. 212 10. Pol. 217 <u>22 PA Code 4.24</u> Pol. 216

Purpose

The Board recognizes that a system of assessing student achievement can help students, teachers, and parents/guardians to understand and evaluate a student's progress toward educational goals and academic standards.[9]

Definition

Assessment shall be 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 **local and state** academic standards; learn the student's strengths and weaknesses; **determine** where remedial work is required; and plan an educational or vocational future for the student in areas of the greatest potential for success.
[1][2]

Authority

The Board directs that the district's instructional program shall include a system of assessing all students' academic progress. 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.[3][4][1][5][6][7][8]

Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.[6]

Delegation of Responsibility

The Superintendent or designee shall develop and implement **an assessment system** to **measure** student progress, in accordance with district goals and state regulations.[6]

Guidelines

The district's assessment system shall include a variety of assessment strategies which may include:[6]

1. Written work by students.
2. Scientific experiments conducted by students.
3. Work of art or musical, theatrical or dance performance by students.
4. Demonstrations, performances, products or projects by students related to specific academic standards.[10]
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.

At the outset of any course, each student **shall** be informed **regarding** the academic standards to be attained.

Each student **shall** be continuously informed of **individual** progress during the units of a course of planned instruction.

Methods of assessment shall be appropriate to the planned instruction and maturity of students.

Student **shall** be encouraged to assess **individual** academic achievements.

All assessment systems shall be subject to continuing review and revision.

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Class Rank
Number	214
Status	From PSBA
Legal	1. Pol. 216 <u>24 P.S. 510</u>

Purpose

The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students to inform students, parents/guardians and others of their relative academic placement among their peers.

Authority

The Board authorizes a system of class rank, by grade point average, for students in grades 9-12. All students shall be ranked together.

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

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.

A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.[1]

Delegation of Responsibility

The Superintendent or designee shall develop **administrative regulations** for computing grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank **shall be** released.

Guidelines

Weighted Grades

In recognition of the heavier burden of certain work, grade point averages shall be weighted by awarding extra credit for each designated honors course.

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Promotion and Retention
Number	215
Status	From PSBA
Legal	<u>1. 24 P.S. 1531</u> <u>2. 24 P.S. 1532</u> <u>3. 22 PA Code 4.12</u> <u>4. 22 PA Code 4.42</u> 5. Pol. 213 <u>6. 22 PA Code 4.13</u> 7. Pol. 100 8. Pol. 212 9. Pol. 217 <u>24 P.S. 1533</u>

Purpose

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district **shall** establish and maintain **academic** standards for each grade and monitor **individual** student achievement in a continuous and systematic manner.

Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's **progress**, system of grade levels, and attainment of the academic standards established for each grade.[1][2]
[3][4]

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.[1][2][5]

Delegation of Responsibility

The Superintendent or designee shall develop **administrative regulations** for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.[6][7]

The recommendation of the classroom teacher shall be required for promotion or retention of a student.[2]

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

Guidelines

A student may be retained in any grade **at the elementary level.**

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

The **process** for recommendations of retention shall **include** a conference of the parents/guardians, **classroom** teacher, counselor and **building** principal.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.[8][5]

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.[5]

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.[9]

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Student Records
Number	216
Status	From PSBA

Legal

- [1. 24 P.S. 1305-A](#)
- [2. 24 P.S. 1306-A](#)
- [3. 24 P.S. 1402](#)
- [4. 24 P.S. 1409](#)
- [5. 24 P.S. 1532](#)
- [6. 24 P.S. 1533](#)
- [7. 22 PA Code 4.52](#)
- [8. 22 PA Code 12.31](#)
- [9. 22 PA Code 12.32](#)
- [10. 22 PA Code 15.9](#)
- [11. 20 U.S.C. 1232g](#)
- [12. 34 CFR Part 99](#)
- [13. 34 CFR Part 300](#)
- [14. 34 CFR 99.3](#)
- [15. 34 CFR 99.5](#)
- [16. 34 CFR 99.4](#)
17. Pol. 213
18. Pol. 215
- [19. 34 CFR 99.7](#)
- [20. 34 CFR 99.10](#)
- [21. 34 CFR 99.11](#)
- [22. 34 CFR 99.12](#)
- [23. 34 CFR 99.20](#)
- [24. 34 CFR 99.21](#)
- [25. 34 CFR 99.22](#)
- [26. 34 CFR 99.37](#)
- [27. 34 CFR 99.30-99.39](#)
- [28. 34 CFR 99.31](#)
- [29. 34 CFR 99.32](#)
30. Pol. 113.4
31. Pol. 250
- [32. 35 P.S. 450.403-A](#)
- [33. 35 P.S. 450.404-A](#)
- [35 P.S. 450.401-A et seq](#)
- [22 PA Code 16.65](#)
- Pol. 113
- Pol. 113.1
- Pol. 216.1

Authority

The Board recognizes its responsibility for the collection, retention, **disclosure and protection** of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records **and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.**[1][2][3][4][5][6][7][8][9][10][11][12][13]

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

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

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.[14]

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.[11][14]

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

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.[14]

Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.[11][14]

The term does not include:

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

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.[14][15]

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.[14][16]

Personally identifiable information - includes, but is not limited to:[14]

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

Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.[14]

Delegation of Responsibility

The Superintendent or designee shall be responsible for **developing**, implementing, and monitoring the adopted student records plan which meets all legal requirements.

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

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

[5][17][18]

Guidelines

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

1. Safeguards to protect the student records when collecting, retaining and **disclosing** personally identifiable information.
2. **Ensuring that** parents and eligible students, **including those who are** disabled or **have a primary** language other than English, **are effectively notified** of their rights and the procedures to implement those rights, annually and upon enrollment. **[19]**
3. **Procedures for the inspection**, review, and **copying of** a student's education records by parents and eligible students. **The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.** **[20][21][22]**
4. **Procedures for requesting the** amendment of a student's education records that the parent or eligible student believes **to be** inaccurate, misleading, or otherwise in **violation** of the **student's** privacy rights. **[23]**
5. **Procedures for requesting and conducting hearings to challenge the content of the student's education records.** **[24][25]**
6. Enumerating and defining the types, locations and persons responsible for **education** records maintained by the district.
7. **Determining the types of personally identifiable information designated as** directory information. **[14][26]**
8. Establishing guidelines for **the disclosure and redisclosure of student education records and personally identifiable** information **from** student records. **[27]**
9. **Reasonable methods to ensure that school** district officials **obtain access to only those** education records **in which they have a** legitimate educational **interest. Such methods shall include criteria** for determining who constitutes a school **district** official and what constitutes a legitimate educational interest. **[19][28]**
10. Maintaining **required records of requests for** access and **each disclosure of personally identifiable** information **from** each student's **education** records. **[29]**
11. **Ensuring** appropriate **review**, retention, **disposal** and **protection** of student records. **[30]**
12. Transferring education records and appropriate disciplinary records to other school

districts.[1]

Student Recruitment

Procedures for disclosure of student records **and personally identifiable information** shall apply equally to military recruiters and postsecondary institutions **and shall comply with law and Board policy.**[31]

Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.[32]

In the event the district receives a request for information from the school records of a missing child, the district shall:[33]

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

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

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Number	216.1
Status	From PSBA
Legal	<u>1. 24 P.S. 1304-A</u> <u>2. 24 P.S. 1305-A</u> <u>3. 24 P.S. 1307-A</u> <u>4. 42 Pa. C.S.A. 6341</u> <u>5. Pol. 216</u> <u>20 U.S.C. 1232g</u> <u>20 U.S.C. 7165</u>

Authority

The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.[1][2][3][4]

Guidelines

Adjudicated Students

Building principals shall **receive from** the court, through the juvenile probation department, information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.[4]

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

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

Transfer Students

Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.[1]

Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.[1]

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

When a student transfers to **a district school from another school district, a nonpublic school, or other school within this district, the district** shall **request** a certified copy of the student's disciplinary record from the school from which the student is transferring. **The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record.** This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.^[2]^[5]

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

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Graduation
Number	217
Status	From PSBA
Legal	<u>1. 22 PA Code 4.24</u> <u>2. 22 PA Code 4.51</u> <u>3. 22 PA Code 4.52</u> <u>4. 24 P.S. 1611</u> <u>5. 24 P.S. 1613</u> 6. Pol. 102 7. Pol. 127 8. Pol. 213 9. Pol. 233 <u>10. 24 P.S. 1614</u> <u>11. 22 PA Code 4.12</u> <u>12. 22 PA Code 11.27</u> <u>13. 34 CFR 300.102</u> <u>14. 34 CFR 300.305</u> 15. Pol. 113 <u>16. 22 PA Code 11.5</u> <u>17. 22 PA Code 11.8</u> <u>18. 22 PA Code 11.4</u> 19. Pol. 212 20. Pol. 216 <u>34 CFR Part 300</u> 21. Pol. 204.1

Purpose

The Board **shall establish** graduation **requirements and** acknowledge each student's successful completion of the instructional program by awarding **diplomas and certificates** at graduation ceremonies.

Authority

The Board shall adopt the graduation requirements students must achieve **in accordance with** state **regulations.**^{[1][2][3]}

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building or on

the district's website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building or on the district's website immediately following approval by the Board.^[1]

Diplomas

The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board.^{[4][5][1][6][7][8]}

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. Such exclusion shall be regarded as a school suspension.^[9]

Students With Disabilities -

The Board **shall** permit a student with a disability, **whose Individualized Education Program (IEP) prescribes continued educational services**, to participate in **commencement** ceremonies with his/her graduating class **and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.**^{[10][11][1][12][13][14][15]}

Part-Time Students -

A student may qualify for graduation by attending a district school part-time when **lawfully employed part-time or when** officially enrolled part-time in a postsecondary institution.^{[16][17][21]}

Full-Time Postsecondary Students -

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.^{[18][17]}

Diplomas for Eligible Veterans -

In order to honor and recognize **honorably discharged** eligible veterans who left high school prior to graduation to serve in World War II, the Korean War **or the Vietnam War**, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.^[4]

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

Delegation of Responsibility

The Superintendent or designee shall be responsible for **ensuring the following:**

1. **Publication and distribution** of graduation requirements **to students and parents/guardians.**^[1]
2. **Counseling of students regarding expectations of graduation requirements.**

[11][1][2][3][6][7][8]

3. **Assessment of individual student attainment of** academic standards to **ensure the student's progress toward achievement of** graduation **requirements.**[11][1][2][3][6][7][8]
4. Accurate recording **and reporting** of each student's **progress and accumulation of** graduation **requirements.**[19][20]
5. **Provision of assistance** to **those** students **having difficulty attaining the** academic standards.[1]
6. **Development of** a list of **individuals who qualify for the award of a diploma.**
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Number	218
Status	From PSBA

Legal

1. 24 P.S. 510
2. 22 PA Code 12.3
3. 22 PA Code 12.4
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.2
7. Pol. 235
8. 22 PA Code 12.5
9. Pol. 233
10. 22 PA Code 10.23
11. 20 U.S.C. 1400 et seq
12. Pol. 113.1
13. Pol. 113.2
14. Pol. 805.1
15. Pol. 122
16. Pol. 123
17. 24 P.S. 1317
18. 24 P.S. 1318
19. 24 P.S. 1303-A
20. 22 PA Code 10.2
21. 35 P.S. 780-102
22. 24 P.S. 1302.1-A
23. 22 PA Code 10.21
24. 22 PA Code 10.22
25. 22 PA Code 10.25
26. Pol. 218.1
27. Pol. 218.2
28. Pol. 222
29. Pol. 227
30. 22 PA Code 12.16
31. Pol. 132
- 22 PA Code 12.1 et seq
- 22 PA Code 403.1
- 20 U.S.C. 7114
- 34 CFR Part 300
- Pol. 805

Purpose

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

Definition

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.[30]

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school 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.
[1][2][3][4][5]

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, **sex**, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[6][2][3][4][5][7]

The Board prohibits the use of corporal punishment **by district staff** to discipline students for violations of **Board** policies **and district** rules **and** regulations.[8]

Any student disciplined by a district employee shall have the right to notice of the infraction.[9]

Suspensions and expulsions shall be carried out in accordance with **Board** policy.[9]

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.[10][11][5][12]
[13][14]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would **otherwise** violate the Code of Student Conduct if **any of the following circumstances exist:**

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 and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]
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.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or 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**. A copy of the Code of Student Conduct shall be available in each school library and school office **and may be printed in the student handbooks**.^[2]^[7]

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.^[17]^[18]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.^[17]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.^[8]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.^[19]^[20]^[21]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.^[22]^[19]^[20]^[23]^[24]^[14]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school

property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

[20][25][14]

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.[19][26][27][28][29][14]

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.

Guidelines

After School Alternative Program

Discipline **related to the supplemental** after school alternative program shall be **in accordance with Board policy.[31]**

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Student Complaint Process
Number	219
Status	From PSBA
Legal	<u>24 P.S. 510</u>

Purpose

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

Definition

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

Authority

The Board and its employees shall recognize the complaints of students, provided that such complaints are submitted according to the **established administrative regulations developed by the Superintendent or designee.**

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

A student shall not be subjected to any reprisals because of filing a complaint.

The student may **be assisted by** a parent/guardian at any step.

Last Modified by Elizabeth Flood on April 15, 2015

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Number	220
Status	From PSBA
Legal	<u>1. 22 PA Code 12.9</u> <u>2. 24 P.S. 511</u> <u>3. 22 PA Code 12.2</u> <u>4. 24 P.S. 510</u> 5. Pol. 219 6. Pol. 218

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.[1]

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

Definitions

Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression - verbal, written or symbolic representation or communication.

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

Posting - publicly displaying nonschool materials on school property or at school-sponsored

events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like.

Authority

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.^[1]

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

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

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.^[3]
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

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

Discipline for Engaging in Unprotected Expression

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

Distribution of Nonschool Materials

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

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

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

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

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

Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

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

Review of Student Expression

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

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

under the standards and definitions of this policy.

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

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

Delegation of Responsibility

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

Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[6]

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.

Last Modified by Elizabeth Flood on April 15, 2015