

Kutztown Area Senior High School Handbook
2024- 2025

50 Trexler Avenue
Kutztown, PA 19530
Office: 610-683-7346 - Fax: 610-894-4801
www.kasd.org

High School Administration

Principal: Dr. Barry Flicker
Secondary Assistant Principal: Mrs. Victoria Brown
Guidance Counselors: Mr. Andrew Brett
Mrs. Lauren Cicale Smith

Administrative Assistants: Mrs. Stephanie Schumaker
Mrs. Jane Rohrbach
Mrs. Leila Yob

Kutztown Area School District



BOARD OF SCHOOL DIRECTORS

Jason B. Koch, President
Erin M. Engel, Vice President
Michael J. Hess
Caecilia M. Holt
Jeremiah F. Light
Laurel Ziegler
Dennis Udicious
Reba Hoffman
Daniel Wismer

Christian T. Temchatin, Superintendent
Beth Ann Siteman, Treasurer

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KUTZTOWN AREA HIGH SCHOOL TIME SCHEDULE

A-F DAY & Connections	
BCTC returns at 10:46am	
FIRST LUNCH	
7:40	Homeroom Opens
7:45-7:50	Homeroom/ Attendance
7:54-8:34	Period 1 - 40 min
8:38-9:18	Period 2 - 40 min
9:22-10:02	Period 3 - 40 min
10:06-10:46	Period 4 - 40 min
10:46-11:16	LUNCH 5
11:20-12:00	Period 6/7 - 40 min
12:04-12:44	Period 8/9 - 40 min
12:48-1:28	Period 10 - 40 min
1:32-2:12	Period 11 - 40 min
2:16-2:50	Connections- 34 min
SECOND LUNCH	
7:40	Homeroom Opens
7:45-7:50	Homeroom/ Attendance
7:54-8:34	Period 1 - 40 min
8:38-9:18	Period 2 - 40 min
9:22-10:02	Period 3 - 40 min
10:06-10:46	Period 4 - 40 min
10:50-11:30	Period 5/6 - 40 min
11:30-12:00	LUNCH 7
12:04-12:44	Period 8/9 - 40 min
12:48-1:28	Period 10 - 40 min
1:32-2:12	Period 11 - 40 min
2:16-2:50	Connections - 34 min
THIRD LUNCH	
7:40	Homeroom Opens
7:45-7:50	Homeroom/ Attendance
7:54-8:34	Period 1 - 40 min
8:38-9:18	Period 2 - 40 min
9:22-10:02	Period 3 - 40 min
10:06-10:46	Period 4 - 40 min
10:50-11:30	Period 5/6 - 40 min
11:34-12:14	Period 7/8 - 40 min
12:14-12:44	LUNCH 9
12:48-1:28	Period 10
1:32-2:12	Period 11 - 40 min
2:16-2:50	Connections - 34 min

TWO HOUR DELAY

BCTC expected to be in attendance by 11:06am

9:40 Homeroom Opens
9:45-9:50 Homeroom
9:54-10:14 Period 1
10:18-10:38 Period 2
10:42-11:02 Period 3
11:06-11:26 Period 4

FIRST LUNCH

11:26-11:56 Lunch 5
12:00-12:30 Period 6/7
12:34 - 1:04 Period 8/9
1:08 - 1:38 Period 10
1:42-2:12 Period 11
2:16-2:50 Connections

SECOND LUNCH

11:30-12:00 Period 6/7
12:00-12:30 Lunch 7
12:34-1:04 Period 8/9
1:08 - 1:38 Period 10
1:42-2:12 Period 11
2:16-2:50 Connections

THIRD LUNCH

11:30-12:00 Period 6/7
12:04-12:34 Period 8/9
12:44-1:04 Lunch 9
1:08 - 1:38 Period 10
1:42-2:12 Period 11
2:16-2:50 Connections

ACT 80 - EARLY DISMISSAL DAYS:

ALL PERIODS No Connections

BCTC expected to be in attendance at 9:09am in the event BCTC is NOT in session

7:40 Homeroom Opens
7:45-7:50 Homeroom
7:54-8:17 Period 1
8:21-8:41 Period 2
8:45-9:05 Period 3
9:09-9:29 Period 4

FIRST LUNCH

9:33 - 9:53 Period 6/7
9:57 - 10:17 Period 8/9
10:21 - 10:41 Period 10
10:45 - 11:05 Period 11

SECOND LUNCH

9:33 - 9:53 Period 5/6
9:57 - 10:17 Period 8/9
10:21 - 10:41 Period 10
10:45 - 11:05 Period 11

THIRD LUNCH

9:33 - 9:53 Period 5/6
9:57 - 10:17 Period 7/8
10:21 - 10:41 Period 10
10:45 - 11:05 Period 11

PERIODS 1ST - 4TH AND Connections

7:40 Homeroom Opens
7:45-7:50 Homeroom
7:54-8:34 Period 1
8:38-9:18 Period 2
9:22-10:02 Period 3
10:06-10:46 Period 4
10:50-11:05 Connections

PERIODS 5TH - Connections

7:40 Homeroom Opens
7:45-7:50 Homeroom
7:54-8:34 Period 5/6

FIRST LUNCH

8:38-9:18 Period 7/8
9:22-10:02 Period 9/10
10:06-10:46 Period 11
10:50-11:05 Connections

SECOND LUNCH

8:38-9:18 Period 6/7
9:22-10:02 Period 9/10
10:06-10:46 Period 11
10:50-11:05 Connections

THIRD LUNCH

8:38-9:18 Period 6/7
9:22-10:02 Period 8/9
10:06-10:46 Period 11
10:50-11:05 Connections

FACULTY & STAFF LIST

Agriculture, Career & Technology

C2 Ms. Ayla Blatt
C1 Mr. Joshua Mengel

Alternative Education

B11 Mrs. Karen Bruno

Athletics/ Extra-Curricular Department

Director Mr. Edward Yapsuga
Asst. to A.D. Mrs. Melissa Nolte

Business & Technology Faculty

B12 Mr. Chris Simmons

Custodian

Mr. Mike Vazquez

ELL

E21 Mrs. Katharine Mannai

Family & Consumer Science Faculty

D2 Mrs. Heather Russo

Fine & Performing Arts Faculty

D13 Mr. Benjamin Hoffman
E24 Ms. Cecily Ryan
D6 Mr. Dustin Shirk

Health & Physical Education Faculty

Gym Mr. Ty Smith
Gym Mr. Adam Berrigan
Gym Mrs. Angelo DiCello

Guidance Counseling

Counselor Mr. Andrew Brett
Counselor Mrs. Lauren Cicale-Smith
Secretary Mrs. Stephanie Schumaker

Language Arts Faculty

E23 Mr. Josh Chambers
E22 Mr. Thomas Miller
E19 Ms. Lisa Saby

Librarian

Library Mrs. Alison Kocis-Westgate

Mathematics Department

B10 Mrs. Suzanne Mixa
B23 Mrs. Shaylon Krautwald
B6 Mr. Stephen Pizzuto
B24 Ms. Hannah Phillips

Nurse

Mrs. Amanda Maurer

Office

Principal Dr. Barry Flicker
Asst. Principal Mrs. Victoria Brown
Secretary Mrs. Jane Rohrbach
Secretary Mrs. Leila Yob

Science Department

C6 Mr. Luke Bricker
C5 Ms. Alexandra Driehaus
B25 Dr. Kelly Mahoney
B21 Mrs. Jennifer Biglin
B20 Ms. Jessica Plisko

Social Studies Department

E21 Mrs. Amy Howard
E14 Ms. Francesca Lausch
E13 Mr. Chris Schumacher

Special Education

D15 Mr. Alan Angstadt
E12 Mrs. Lori Christ
E10B Mrs. Jessica Ortiz-Eichert
D14 Mrs. Lisa White
World Language
B22 Ms. Michenelle Groller
E21 Mr. Richard Hadley
E8 Ms. Antionette Sprinkle

STUDENT CODE OF CONDUCT

The Kutztown Area Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school. The Student Code of Conduct was developed by the administration, students, and staff to ensure a structured environment where all students can learn. A high standard of conduct and discipline needs to be maintained in order to facilitate classroom learning, promote a positive atmosphere, and build school pride. Therefore, students are prohibited from engaging in behaviors that endanger the safety of others or themselves, damage property, or interfere with the school program. KAHS has two levels of behavioral infractions and disciplinary consequences for these behaviors. Each staff member is required to enforce this code.

ALL current, approved School Board Policies can be found on the district website (www.kasd.org). Relevant policies may be referenced within this document. Policy 218 refers, generally, to Student Discipline.

AFFECTION POLICY

We recognize that caring for others and showing affection are important. Public displays of affection are not wrong; they simply are inappropriate in a school setting. A simple show of affection such as holding hands is acceptable; however, prolonged kissing and close physical contact in school is inappropriate. Be respectful and confine displays of affection to hand holding while on school property. Violations of this policy may result in detentions and/or guidance/parent conferences.

ATTENDANCE POLICY

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

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

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Personal illness
2. Quarantine
3. Recovery from accident
4. Required court attendance
5. Death in immediate family
6. Pre-Approved family educational trips
7. Educational tours & trips
8. Inclement weather that will endanger the child's health

Absences:

- * Absences shall be treated as unlawful until the High School receives a written excuse explaining the absence, which must be submitted within three (3) days of the absence.
- * The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of eighteen (18). The Board shall issue notice to those parents/guardians/students who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.
- * Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.
- * Upon written request by a parent/guardian, an absence occasioned by observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.
- * Students who are healthy and active should not miss more than ten days of school during the school year.
- On the day a student is absent, a parent/guardian should telephone the school at 610-683-7346 by 9:00 AM to report the absence. A note from a parent/guardian is still required upon the student's return to school.
- Following an absence, a student is to report to the office immediately upon return to school with a signed note (school form available from office or homeroom teacher) stating the reason for the absence. This form may also be faxed to the high school office at 610-894-4801.
- * Failure to produce a parental/doctor note within three (3) days will cause the absence to be defined as unlawful (under 18 years of age) or unexcused (18 years or older).
- * If a school nurse sends a student home, a note will be given to the attendance secretary by the school nurse, and a parent note is not needed. However, the time out of school will be cumulated with other absences.
- * After ten (10) absences from school, the parent/guardian will be notified that all subsequent absences must be supported with medical documentation or they will be declared unlawful/unexcused. All other absences from school will be considered unlawful or unexcused. Students must work with their teachers on a mutually agreed upon timeline for any missed work during an excused absence.
- * Students who are absent on any particular day(s) will be allotted one day to make up work, for each day that he or she is absent.

Unexcused/Unlawful absences:

- *Frequent unexcused/unlawful absences may result in the natural consequence of low or failing grades. In addition, students may not participate in any extracurricular activities until regular school attendance has been resumed. Field trip and other school event privileges will be determined by school administration, and may be revoked due to attendance issues.
- *Following a third unlawful absence, the parent/guardian of a student under 18 years of age will be sent a notice stating that subsequent unlawful absences will result in a school improvement plan meeting. The sixth unlawful absence will result in a truancy citation, which will be sent to the District Magistrate. If the student is 18 years of age or older, a conference with the parent and student will be held and the school's administration will determine the consequences.

*The following reasons for absences and/or tardiness are not valid and will be classified as unexcused/unlawful:

- Willful non-attendance – cut school
- Overslept or missed the bus
- Car trouble or traffic
- Employment
- Any other excuse that the principal deems inappropriate

BULLYING/INTIMIDATION/HARASSMENT

The goal of the Kutztown School District is that all students will come to school free from fear of harassment or degradation, and that all parents will be free from worry that such things will happen. We will eliminate bullying incidents in our schools, thereby creating a safer, more comfortable place for children to learn. All reports of bullying must be communicated to the high school administration. For additional information, reference School Board Policies 248 and 249.

CHEATING/PLAGIARISM

Kutztown Area High School is an academically oriented school. The school administration, faculty and staff do not, in any way, accept cheating as necessary or unavoidable. Cheating negatively affects the individual student, the class and the overall academic climate of our school. Any student encountering academic difficulty should see his/her guidance counselor to develop a plan to solve the problem. Many types of assistance are available, and school personnel are committed to helping every student succeed. Students who choose to cheat to solve their problems will be disciplined. The penalties for this behavior include, but are not limited to: loss of grade, detention, and/or suspension. All students should be aware that plagiarism, whether intentional or not, is a form of cheating. Using the words of another, be it a friend, relative, or published writer, without giving credit to that person, is unacceptable in all types of writing assignments, including research papers, compositions, book reports, and homework. Additionally, work that is created by artificial intelligence applications (such as ChatGPT) is not original student work, and therefore, is a form of cheating / plagiarism.

When it has been determined that plagiarism has been committed, a teacher shall have the option of downgrading the assignment or not giving credit. In addition, any student who has plagiarized will be subject to the penalty for cheating as outlined above. These penalties will also apply to students who give their work to another student. Repeat offenders may have to face a panel of their teachers to discuss this behavior and possible consequences. In order to continue our tradition of supporting academic integrity and fostering intrinsic desire to succeed in coursework, Kutztown Area High School does not offer extra credit to students who have a history of failed tests and quizzes, incomplete/missing assignments, or academic dishonesty such as plagiarism or cheating.

COMPUTERS AND TECHNOLOGY EQUIPMENT

The laptop and carrying case are the property of the Kutztown Area School District. Laptops will be assigned to full-time high school students and must be returned at the school year's conclusion. The laptop must be returned in its original working condition.

The following guidelines apply to laptop use:

- Students will carry their laptops in their school-issued case throughout the school day. Students are responsible for the laptop at all times. The laptops are NOT to be left unattended. Multiple

episodes of irresponsible behavior with the laptop will result in consequences, such as detention and/or loss of computer privileges.

- The laptops must remain in the carrying case when not in use.
- * Laptops are not permitted in backpacks.
- Students must start each day with a fully charged laptop. Students will have the opportunity throughout the day to charge their laptop in a few specified classrooms.
- The laptops may not be marked in any way; no stickers or other decorations are permitted.
- Students may take their laptop to the server room for cleaning.
- School identification tags/stickers may not be removed from the laptops.
- Food and drink should not be used near the laptops.
- * Student ID badges must be displayed in the laptop case.
- Students are not authorized to use other students' laptops.
- Students may not use the laptops on busses.
- If unable to carry the laptop, each student is to lock it in his/her assigned locker. Each student must notify the high school office if his/her locker is not working properly.
- Students must keep their passwords confidential.
- Students are responsible for backing up school documents on the central server.
- Students may not copy music, pictures, or video to the server unless given permission by a teacher or administrator.
- Headphones are prohibited in class unless a faculty member grants permission.
- Students are responsible for reporting any technical issues affecting the performance of the laptop to a member of the Apple Corp, technical staff or administration.
- Students shall not load games on their laptop as stated in the Acceptable Use of Computer Hardware, Software, Network Usage Policy #815.
- Obscene language and/or materials deemed inappropriate by the school administration, including screensavers, backdrops and/or pictures are strictly prohibited.
- Under NO CIRCUMSTANCES may students use their laptops, or any other device, to video or audio record a teacher without that teacher's permission.
- * Students are prohibited from using personal tablets and/or laptops during the school day, unless granted permission by the school administration.
- * Additions, modifications or deletions of files on the laptop are prohibited except for academic purposes in the student laptop home folder. Should the laptop need to be re-imaged for disciplinary reasons, the student will lose their personal data (music, pictures, videos, etc.).
- * The Kutztown Area School District shall rigorously uphold laws pertaining to the use of technological equipment and the information it contains or generates. Anyone found to be violating such laws shall be subject to prosecution by the District as well as further disciplinary action, including criminal prosecution. Please refer to Board Policy #815 – Computer Hardware/Software/Network Usage, for more detailed information. This policy is posted on the KASD website (www.kasd.org).

DISRESPECTFUL BEHAVIOR

Disrespect includes any conduct (written, verbal, gesture, action, intonation, or look) that demonstrates inappropriate behavior directed towards any staff member acting within the scope of their authority. Disrespect to staff members, visitors, and other students will not be tolerated and will result in disciplinary action.

DRESS CODE

The following guidelines have been established by the Kutztown School Board (Policy 221). The Kutztown faculty and principal will enforce them to ensure that every student's dress does not disrupt the educational process for others or constitute a health or safety hazard. The application of this policy shall be consistent with the rights of all students and religious observances. Enforceable guidelines may include, but not be limited to:

- The faculty and administration will assist students in understanding the importance of proper hygiene. Being prepared for school and class includes daily hygiene and appropriate attire.
- Students may not wear destructive or dangerous clothing, jewelry, footwear, or other apparel; i.e. rivets, cleats, ornamental belts, etc., that may cause damage to school property or present a threat to the health, safety or welfare of the school community. No heavy gauge chains or choke collars may be worn or carried at any time, including wallet chains, etc.
- Garments exposing too much anatomy, and which may be offensive/distracting to others, may not be worn. Garments exposing the stomach may not be worn.
- Clothing with indecent, suggestive or unsavory symbols may not be worn. Drug, alcohol and tobacco symbols are prohibited. Any clothing/jewelry symbolizing or promoting drug use, gang activity or gang membership is prohibited. Offensive tattoos and body art will be required to be covered at all times.
- Hats, caps, bandanas, head coverings, hoodies, trench coats, and sunglasses may not be worn or displayed in the school building, unless approved by the school nurse and/or school administration for health reasons.
- Headphones/ earbuds may not be worn as accessories.
- Exposure of any undergarment is not acceptable in school and may be subject to disciplinary actions. No "boxer" shorts or garment designed as underwear will be allowed as the outer garment.
- Students may wear shorts of appropriate length; the shorts must appropriately cover one's anatomy.
- Any attire, which the administration considers to be an impediment to the quality of instruction or welfare of the students or school, shall not be permitted. Laundered over shirts will be available; if the student is not willing to wear such attire, a parent may be requested to bring suitable clothing before the student may return to class.
- Students will be required to wear a belt, or reasonable facsimile, if it is necessary in preventing exposure of underwear/boxer.
- Students taking art classes, family and consumer science, technology education, or science should be concerned about length of hair, loose clothing, and foot and eye protection. Teachers will discuss the appropriate safety procedures in each class. The teacher will require proper student attire for these classes and physical education.
- For safety purposes, students must have appropriate footwear on at all times while going to and from school and on school property.
- Students may not carry, wear, or use backpacks or bags of any kind (purses, briefcases, fanny packs, etc) during the school day, between 7:45am and 2:50pm. Lockers are provided for students to store books and supplies.

EDUCATIONAL TOURS AND TRIPS

Requests by parents to have their children excused from school for educational trips will be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 Educational Tours and Trips, Not School Sponsored. For a full

explanation of the attendance policy see Policy 204 in the Board of School Directors Policy Manual on the website (kasd.org). In order to ensure proper review, requests for educational trips must be submitted to the office at least **one month** prior to the day of the trip and must be submitted on the appropriate form, which can be obtained from the high school office. Students are responsible for any missed work when they return to school.

ELECTRONIC DEVICES

A student may not display or use a personal radio, scanner, camera, portable television, video camera, tape recorder, electronic game, beeper, laser pointer, MP3/CD player/iPod, or cell phone during the school day, without the expressed permission of the classroom teacher or administration. Students are expected to keep cell phones stored in their locker or laptop case for the duration of the school day. Cell phones may not be used in classrooms, unless used for academic purposes, under the direction and supervision of the classroom teacher. Cell phones may not be used in the hallways, or locker room areas. Cell phones may not be used for audio or video recordings within the school, unless done for academic purposes, under the direction and supervision of the classroom teacher. All cell phone communications, beyond those conducted for academic purposes, must be conducted from the high school office, with the permission of a teacher and/or school administrator. Headphones/ earbuds may not be worn in the classroom without the expressed permission of the classroom teacher. Headphones/ earbuds may not be worn in the hallway. When not in use, headphones/ earbuds must be stored in lockers or laptop cases. Headphones/ earbuds may not be worn around the neck or on the head when not in use. The school will not be responsible for the theft or damage of any electronic device. These items may be confiscated if they cause a disruption to the learning environment. After-school detention will be assigned to students who fail to abide by the code of conduct for electronic devices.

FIGHTING / THREATENING BEHAVIOR

Students who engage in fighting or threatening others will face school district issued discipline, along with the possibility of referral to local law enforcement. Should fighting and/or threatening behavior cause considerable disruption to the learning environment, administration has the option of requesting police presence and the issuance of a citation for said disturbance. Upon conviction, a fine may be levied or community service assigned in accordance with the law.

FOOD AND DRINK

Student health and welfare is important to a successful learning experience. Poor hydration and nutrition can have a negative effect on concentration and knowledge retention. Students are allowed to carry containers for water. Glass containers are prohibited. Snacks in the classroom is at the teacher's discretion. All cafeteria and library purchases must be consumed and discarded in the cafeteria/library. Open packages of food and beverages, other than water, are not permitted in the hallway unless approved by the administration or school nurse.

HALL CONDUCT

In the halls, students are expected to act appropriately. SmartPass, a digital hall pass system, will be utilized for student passes. All students will have a SmartPass account through their KASD email. In order to move about the building during class time, students must use SmartPass to create a pass indicating the destination and time of the pass. When returning, students must end the pass in SmartPass. Violation of the hall pass policy constitutes a level one infraction. This will turn into a level two infraction for repeat offenders, and in such cases, hall privileges will be removed.

ID BADGES

Students are required to possess a KAHS-issued, student photo ID badge at all times during the school day. They are to be attached to their school issued computer case. There is a procedure in place for the issuing of temporary IDs in cases where students forget to bring their computer to school. If a student loses their ID, they must contact the High School Office. Any student found to have altered or destroyed their ID will face disciplinary action.

ILLEGAL DRUGS, ALCOHOL & PARAPHERNALIA

The Kutztown Area School District in compliance with Public Law 101-226 acknowledges that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is therefore the policy of this School District that drug use, being under the influence, possession, sale, or distribution is prohibited on school property, to and from school, or at any school-sponsored event. This will include all dangerous controlled substances prohibited by law; all “look-alike” drugs, all alcoholic beverages, tobacco and tobacco products; any drug paraphernalia; any medications except those for which permission to use in school has been granted pursuant to Board policy; and, any inappropriate use of over-the-counter substances or medications for which permission to use has been granted by Board policy. (ref. Policies 210.1, 222 & 227). Students in violation of this policy will be disciplined according to the regulations of the District and Public Law, which may include expulsion and/or referral for prosecution. Students with abuse problems can receive help through a referral to the school counselor and/or student assistance program.

INAPPROPRIATE LANGUAGE & CONDUCT

Inappropriate behavior will not be tolerated. Inappropriate behavior is any conduct, language or gesture deemed inappropriate in a civilized society. Examples include, but are not limited to, any behavior that could endanger, insult or offend any student, staff, teacher or other individual in, on the way to and from school or any school sponsored activity. This includes any form of bullying, harassment, profanity, vulgarity and obscene gestures or suggestions. The use of obscene or foul language in any situation is one of disrespect and irresponsibility. Regardless of the circumstances, the use of obscene/foul language by students will not be tolerated. Dependent upon the nature of the obscenity, the setting in which the infraction takes place, the amount of disruption to the learning environment, and the frequency of the student’s use of unacceptable language, consequences for the use of obscene or profane language can vary from detention, to several days of suspension, to a summary citation.

LATE BELL BETWEEN CLASSES

Students are provided four (4) minutes to pass from one class to another. Normally, this is more than adequate for a student to walk directly from one class to another with a quick stop at his/her locker. Students are expected to be in their assigned rooms and seats ready to work when the bell rings to begin class.

- If a student is late to class, it is his/her responsibility to have a late pass in SmartPass from a staff member identifying the reason for lateness.
- If a student was meeting with a staff member, it is the student’s responsibility to create a pass in SmartPass from the teacher/administrator to get into class without being recorded as late.

LUNCH BEHAVIOR / CAFETERIA

All students must eat their lunches in the school cafeteria. A lunch may be purchased in the cafeteria or brought from home before school. Deliveries of food from outside establishments are not permitted; i.e. pizza or hoagies/subs delivered to school. Students are not permitted to leave school for lunch or go to their cars for any reason without first obtaining permission from the main office. Students who leave the building without permission will be subject to disciplinary action.

Students will use the point of sale (POS) system to buy food in the cafeteria. In addition to paying for each meal separately, students have the option to deposit money into an account from which they may draw money for meals using an ID number provided by food service.

- Students must arrive in the cafeteria before the second bell rings or provide a SmartPass identifying the reason for being late.
- Students are not permitted to leave the cafeteria unless they have signed out to the lavatory or obtained a pass, through SmartPass, to go to any other part of the building.
- There will be no eating or drinking in the halls. Any open containers of food or drink in the hallways will be confiscated.
- There are no backpacks permitted in the lunch line.
- Trash/garbage must be placed in the receptacles provided and trays, dishes, etc. returned to the dishwashing window. The table and surrounding eating area must be cleared of all food, trash, dishes, trays, etc. before leaving the cafeteria.
- Students are not permitted in the halls, locker room, gym, or lobby areas without an active pass in SmartPass after the late bell rings.
- Students are expected to maintain appropriate behavior at all times, while in the cafeteria. Behaviors such as yelling/shouting, cutting in the lunch line, throwing food or objects, etc., will be subject to disciplinary action. If students behave inappropriately in the cafeteria, they may be assigned particular seats, required to eat in an assigned area of the building, and/or receive disciplinary action. This may include clean-up duty for students who have left their area not adequately cleaned. Disorderly behavior, including food throwing, will result in disciplinary action up to and including suspension and/or citation and fine.

OBLIGATIONS & RESPONSIBILITIES

Students occasionally accumulate debts or other obligations, such as owed textbooks, laptop repairs, lunch money, library fines, athletic uniforms/equipment, detention hours, excessive absences, or excessive tardiness. Students who accumulate debts and/or owe any obligations will receive limited privileges within the High School and not be considered “in good standing.” Some privileges that may be suspended include, but are not limited to: field trips, extra-curricular events (as spectators and/or participants), class trips, parking permits, the purchase of prom tickets, attendance at prom, laptop use, participation in Commencement.

PARKING PERMITS

ALL vehicles parked in the KAHS parking lot are required to display a parking permit tag in the windshield. Permit tags can be obtained in the Main Office, and are free of charge. Vehicle information must be kept current. Students will be required to park in designated student parking spaces only. Students are not permitted to park in the first row of the Parking Lot. Parking in the high school parking lot is a **privilege** extended to students. This privilege can be suspended or revoked at the discretion of the administration. (ref. Policy 223)

Students attending the Berks Career & Technology Center (BCTC) are required to utilize school district bus transportation, unless granted written permission by the Berks Career & Technology Center to drive to / from BCTC.

PASSES AND STUDENT PLANNER

It is the responsibility of the school staff, serving in loco parentis, to account for all students at all times. Students will be introduced to SmartPass, a digital hall pass system, on the first day of school. No student is permitted out of class, study hall, or the cafeteria without a pass in SmartPass. As far as planning and organization, many students use electronic methods for assignment tracking. However, a Paper Planner is available to students free of charge through the main office.

PHOTOGRAPHY/VIDEOGRAPHY

At no time will a student be permitted to take photos or video of other persons (students OR staff) without the permission of the subject during the school day.

Periodically, the School District includes photographs of students on its website, or other media, in order to foster positive public relations while providing students an opportunity to earn some well-deserved publicity. Unless the School District is informed to the contrary by a parent/guardian, the School District will assume it has parental permission to post/publish a student's photograph in School District publications. Student's photographs will not include the student's name when published on the Internet. If any parent/guardian desires that his/her child's photograph not be "published," a note stating such must be submitted to the high school office prior to the end of September of each year.

PHYSICAL EDUCATION REGULATIONS

The physical education department will distribute a list of all of the rules and responsibilities governing participation in classes the first day of class for each student. Included among these rules will be uniform purchase, class participation responsibilities, locker room requirements, grading procedures and penalties and procedures for students who are unprepared for class.

- The school nurse will review long-term medical excuses every thirty (30) days.
- If feeling ill, or in the case of injury, students must alert the teacher prior to seeking the nurse's attention.
- Any student bringing valuables to the gym locker room should give them to the teacher. The instructor, school, and district are not responsible for any valuables damaged, lost, or stolen from the locker room.

POSSESSION OF A WEAPON

A person commits a misdemeanor of the first degree if he/she possesses a weapon or explosives (including any firework) in the buildings of, on the ground of, or in transportation to and from any elementary or secondary public or private school. According to current law, any student in possession of a weapon on school property shall be expelled for at least one year.

The term weapon shall include, but not be limited to, any knife, cutting instrument or tool, nunchakus, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily harm. This will include all instruments or implements resembling or intended to resemble a weapon. (ref. Policy 218.1)

POSSESSION OR USE OF TOBACCO

In order to maintain and/or improve the health, safety and overall atmosphere of the school, the Board of Directors of Kutztown Area School District adopted the following resolution on March 16, 1987: Students are prohibited from possessing and/or using tobacco products while on school property, during any school-sponsored activity or when under the direct supervision of school personnel. (ref. Policy 222)

Students who violate this provision are subject to the following disciplinary action:

First Offense: Five days out-of-school suspension and a parental conference may be requested.

Second Offense: Ten days out-of-school suspension and a hearing with the Superintendent.

Additional: Students who violate School Board policy, which forbids the possession or use of tobacco products while in school buildings, school busses, or anywhere on district property may be cited by the Principal or Assistant Principal for violation of the School Tobacco Control Law. Upon conviction, the district justice may levy a fine or assign community service to the student in accordance with the law. The law calls for a summary offense and a fine, plus court costs for those students charged with violating a school's smoking policy. The law defines tobacco as a lighted or unlighted cigarette, pipe or other lighted smoking product and smokeless tobacco in any form.

SAFETY

Safety is of utmost importance in our school setting. Acting in an unsafe manner includes, but is not limited to, running, pushing open a door or other object in a violent manner, pushing others, boisterous hallway behavior, creating a situation which causes general alarm, etc. Such unsafe acts will result in consequences ranging from level one to level two infractions.

SCHOOL BUS CONDUCT

The legal responsibility for each student on a school bus falls on the bus driver. The driver can safely carry on his/ her responsibility only if all students cooperate to the fullest extent. The bus drivers are in charge of the vehicles, and as such, have the same authority as a classroom teacher. A referral from the bus driver will be dealt with in the same manner as a referral from a classroom teacher. The following conduct is required from the time the student arrives at the bus stop in the morning until they arrive home after school.

All students are expected to:

- Demonstrate the same conduct as in the classroom.
- Be courteous, use no profane language.
- No eating or drinking (except water) on the bus.
- Keep the bus clean.
- Cooperate with any requests made by the bus driver; the driver is authorized to assign seats.
- Stay in your seat and keep hands/feet inside the bus.
- No leaving the bus before arriving at school.
- No disembarking at stops other than those assigned by school officials without parental AND school permission.
- No riding on a bus other than their assigned bus without parental AND school permission.

The following items are not permitted on school buses: animals, weapons, hazardous materials, large/dangerous objects, glass containers, drugs, alcohol, tobacco or any other items that may cause a dangerous situation on the bus as deemed by the bus driver or school official. School bus stops are considered school property. Any harmful act to another student (fighting, harassment, threatening behavior) may result in disciplinary consequences.

Please remember: The parents of students involved in an incident on the bus or at the bus stop will be notified and disciplinary action will be taken. Students will be financially accountable for damage done to school buses/ property. Discipline for any of the above actions is at the discretion of the principal or assistant principal.

Depending upon the circumstances, discipline may include removal of bus riding privileges for one or more days up to permanent removal by a formal board hearing. Serious misbehavior on the bus may also be a cause for suspension or possible expulsion from school.

SEARCHES (Lockers, personal items, vehicles)

The school administration may search lockers, personal items, and vehicles on school property. For purposes of searches by the school administration, "**Reasonable suspicion**" means that the person initiating the search has a well-founded suspicion - based on objective facts that can be articulated - of either criminal activity or a violation of school rules. (ref. Policy 226)

Lockers: ALL LOCKERS, DESKS AND STORAGE AREAS ARE AND SHALL REMAIN THE PROPERTY OF THE SCHOOL DISTRICT; LOCKER SEARCHES MAY AT TIMES BE CONDUCTED, WITHOUT PRIOR NOTICE, UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

Students are assigned lockers for storing and securing their books, school supplies, and personal effects. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in

accordance with district policy. Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing contains evidence of a student's violation of the law or school rules, the container may be searched. School authorities may seize any illegal materials found during a search of a student's locker, desk or storage areas. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

Personal property: Personal items such as backpacks, handbags, purses and clothing may be searched if a student is reasonably suspected of possessing or carrying any illegal materials.

Vehicles: All students who drive personal vehicles to school and park on school property should be aware their vehicles are subject to searches by school authorities in order to maintain a safe, healthy, and productive educational environment. Such searches can include:

A "plain-view inspection" - a visual inspection of the exterior and/or interior of a motor vehicle, effectuated without the opening of any doors, windows, hoods, or trunk lids. The District administration and/or security may routinely conduct plain view inspections of any student motor vehicles while said motor vehicles are on school premises. A "physical inspection" - a search of the interior compartments, trunk and/or engine of a motor vehicle, effectuated by the opening of any windows, doors, hoods, or trunk lids, and may involve use of local police to obtain physical entry into the vehicle. The school district administration and/or security may conduct a physical inspection of a student motor vehicle while the vehicle is on school premises, when reasonable grounds exist to suspect that the student in question has violated the law, or the rules, regulations, and/or policies of the School District, and/or that the vehicle is being used for the storage of objects, substances, or other evidence of such activities or contains items which constitute a threat to the health, safety, or welfare of the student, other students, personnel, or visitors of the school district.

* Examinations by the school district administration and/or security may include canine "sniff" examinations and/or the use of other detection devices to locate illegal or otherwise prohibited materials.

TARDINESS TO SCHOOL

A student is tardy to school when he/she is not present in the assigned classroom by the 7:45 AM bell. Students who are tardy to school must report immediately to the high school office. A backpack and/or students' belongings do not constitute being present in the room. No excuses will be accepted for tardiness, except for a doctor's excuse. Parental notes are not allowed. An accumulation of four days of tardiness will result in after-school detention. Additionally, time lost due to unexcused tardiness is cumulative and will be converted into days of unexcused absence. A total of 4.25 hours of tardiness will constitute an unlawful or unexcused day of absence. This may result in an offense punishable by a fine for a student of compulsory school age.

THREATS OF VIOLENCE / PHYSICAL ABUSE

Any student who physically, verbally, and/or in writing threatens or abuses another student or member of the staff on the way to/from school, while at Kutztown Area High School, or any school sponsored activity faces the potential of being cited by the local legal authorities. In all instances, the parents of those students who threaten violence or who commit willful violence against another person on school property will be contacted. Additionally, an appointment with the guidance and counseling departments will be scheduled for the offending student(s) during which an evaluation will be made as to whether or not the student(s) will be required to undergo anger intervention counseling, or other behavior modification counseling prior to the student(s) being allowed to return to school in the event a suspension has been assigned. (ref. Policy 218.2)

VANDALISM / SCHOOL PROPERTY DAMAGE

Vandalism is defined as any intentional attempt to harm or destroy school or personal property. The consequences for vandalism will include restitution for the repair/replacement of damaged property and appropriate disciplinary action, which may range from detention to Board action. In the event of accidental damage to school property, restitution will be required. Artwork or writings of an offensive nature (including but not limited to “tagging” and gang- or drug-related symbols) on a student’s person or personal belongings, which are publicly displayed, will be treated as vandalism. (ref. Policy 224)

VIOLATIONS OF CODE & CONSEQUENCES

The following are NOT all-inclusive, but serve as examples for unacceptable behavior on, to and from school property and at school-sponsored activities.

Level One Infractions

Definition: Misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors are routine in nature and can usually be handled by an individual staff member. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others.

*** Repeated Level 1 infractions may be categorized as Level 2, at the discretion of the school administration.**

Examples of Level One Infractions:

1. Violation of classroom rules and/or procedures
2. Hall pass violation
3. Unexcused tardy to class
4. Unexcused tardy to homeroom
5. Inappropriate behavior / horseplay
6. Public display of affection on school property
7. Unprepared for class
8. Parking violations
9. Failure to care for/secure laptop
10. Violation of dress code
11. Inappropriate bus and/or parking lot behavior
12. Sleeping in class
13. Hallway misconduct
14. Owes school, district, and/or 11th grade physical forms

Examples of disciplinary consequences for Level One infractions include, but are not limited to, the following:

1. Conference with student and/or parent/guardian
2. Notification of parent by phone and/or letter
3. School service work
4. Teacher assigned detention
5. Loss of bus privileges
5. Restitution
6. Behavioral contracts
8. Engagement in Positive Behavioral Interventions & Supports (PBIS) program
9. Temporary loss of parking privileges
10. Administrative Detention

Level Two Infractions

Definition: These are defined as acts which disrupt the education process, result in violence to another person or property, and/or pose a direct threat to the safety of others in the school. Level Two infractions require the intervention of the administration and may require the intervention of law enforcement authorities and possible action by the Kutztown School Board of Directors.

Examples of Level Two infractions:

1. Vandalism
2. Intimidation, harassment, bullying, hazing of student(s) or staff
3. Obscene language/gestures to authority
4. Fighting / Assault / Sexual Assault
5. Controlled substances – Drugs or alcohol
6. Violation of School Board Policy #815 (Computer/Hardware / Software / Network Usage)
7. Smoking / possession of tobacco
8. Use of cell phone or other electronic equipment in hallways / classrooms
9. Reckless driving on school property
10. Cutting class
11. Endangering the safety of others
12. Possession of a weapon
13. Threats; verbal and/or written
14. Theft
15. Damage to school property and/or equipment; or to the property of others
16. Cheating / copying / plagiarism
17. Interference / obstruction of building security measures, including locked doors
18. Arson / false fire alarm / possession of firecrackers
19. Insubordination to authority
20. Violation of school rules during school-sponsored activities
21. Leaving school without permission / failure to notify the office
22. Inappropriate physical contact with others
23. Obscene language / gestures to peers
24. Failure to attend detention

Examples of disciplinary consequences for Level Two infractions include, but are not limited to:

1. Any Level One option not used
2. Administrator-assigned detention(s)
3. In-school / Out-of-school suspension
4. Loss of Internet / laptop use
5. Suspension of driving / bus riding privileges
6. Disorderly conduct citation
7. Alternative Education Program
8. Expulsion
9. Prosecution
10. Referral to Student Assistance Team

Administrative Detention

After-school, administrative detention will be assigned with a minimum of a 24-hour notice. Parents are notified by mail that a detention has been assigned. If the detention hour(s) must be changed, a parent has until 11:00 AM of the scheduled date to change the date of the detention. Unless there is a call from a parent/guardian, there will be no change in the scheduled detention. Students who cause a disruption will be dismissed from the detention room and further disciplinary action will be taken. Students who fail to attend a scheduled detention may be assigned an in-school suspension, as deemed necessary by the school administration.

NOTE: Detention will take precedence over all school, extracurricular, home and/or work activities.

The following rules will be enforced during detention:

1. Report to the assigned room by 2:55 PM. Students reporting late to detention without legitimate reason will have the detention reassigned.
2. Students not serving the detention will have the time doubled with the first occurrence. Repeated occurrences may result in in-school suspension, out-of-school suspension, and/or citations in addition to the detention.
3. Students are required to sit quietly during detention. No schoolwork, or laptop use, will be permitted.
4. Students misbehaving will be asked to leave and a suspension may be assigned, after which the detention will be reassigned.
5. Students not serving detentions by the end of the school year may not be re-issued their laptop for the following year until the detentions are served.
6. Seniors not serving assigned detentions by the end of the school year may not be permitted to participate in senior end-of-year activities, including graduation ceremonies.
7. No sleeping or eating will be permitted.

In-School Suspension

The Principal or Assistant Principal may assign an in-school suspension at their discretion for a variety of infractions. All forms of suspension and expulsion shall negate the student's right to participate in any school-related activity until the resumption of class attendance. Students are not permitted on school property during out of-school suspension.

The following guidelines apply to in-school suspension:

- Students will report to homeroom for attendance then report directly to the high school office.
 - Students will remain in the assigned in-school suspension room for their assigned period of time.
 - Misbehavior during in-school suspension will result in an out-of-school suspension.
 - Food and beverages, other than water, are not permitted.
- * Laptop usage will be allowed at the discretion of the school principal/assistant principal.

Exclusion From School (Out-of-School Suspension and Expulsion)

The Board of School Directors shall define and publish the types of offenses that would lead to expulsion from school. Exclusion from school may take the form of suspension or expulsion. (ref. Policy 233)

Suspension: the exclusion from school for a period of one (1) to ten (10) consecutive days.

- Suspensions may be given by the Principal or Assistant Principal.
- No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parent(s)/guardian(s) and the Superintendent of the district shall be notified in writing when the student is suspended.
- When the suspension exceeds three (3) consecutive school days, the student and parent shall be given the opportunity for an informal hearing.
- Suspension may not be made to run consecutively beyond the ten (10) school day period.
- Students shall have the responsibility to make up exams and work issued while serving the suspension and shall be permitted to complete these assignments within the guidelines established by the Board of School Directors.
- Students will be permitted one day to make-up work and complete all assignments and obligations, for every school day missed due to the suspension.
- It is understood that during an out-of-school suspension, the student may not attend classes, participate in school- sponsored activities or visit the school grounds.

Expulsion: the exclusion from school by the Board of School Directors for a period exceeding ten (10) consecutive school days and may be permanent expulsion from the school rolls.

- All expulsions require a prior formal hearing, unless the parents/guardians opt to waive their right to a hearing.
- During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his/her normal class except as set forth in the following section:

If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten (10) consecutive school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

GENERAL INFORMATION

ACADEMIC PROGRAMS / COURSES

The Course Selection Guide is available in the Guidance office, and on the District website, and is available for review. The Guide contains information regarding grading, course descriptions, graduation requirements, honor roll requirements, and class rank calculations. Students undergo course selection, requiring parental approval, in February and March each year. A list of courses for the following year will be tabulated in May. Students will not have the opportunity to pick their courses based on teacher or time requests. **Note: Projects of a significant cost may result in a charge before commencing. Parents will be notified and given approval prior to beginning the project.**

ATHLETICS / EXTRACURRICULARS

Kutztown Area High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and the Berks County High School Athletic Association (BCIAA), and abides by the adopted rules of each.

The eligibility requirements for athletic and extracurricular events are as follows:

- Prior to any student participating in practices, Inter-school practices, scrimmages, and/or contests, at any PIAA member school in any school year, the student is required to (1) complete a comprehensive initial pre-participation physical evaluation (CIPPE); and (2) have the appropriate person(s) complete the first six sections of the CIPPE form. Upon completion of Sections 1 and 2 by the parent/guardian; Sections 3, 4, and 5 by the student and parent/guardian; and Section 6 by an authorized medical examiner (AME), those sections must be turned in to the principal, or the principal's designee, of the student's school for retention by the school. The CIPPE may not be authorized earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st.
- The school will offer physical examinations, at the school, as announced. If a student does not take the opportunity to have the exam completed at the school, he or she will be required to complete a physical exam at her/his own expense prior to participation in sports that year.
- All students must have a Code of Conduct / Eligibility Requirements form completed and signed by a parent/guardian before they may participate in any extracurricular activity. This form will be collected by the activity advisor and turned into the High School Office or Athletic Director's Office.
- If a student is involved in a school suspension, s/he will lose her/his right to participate (including practice) for the duration of the suspension. The suspension ends with the return to school following the last day of the suspension.
- A student cannot be failing more than one course on a weekly basis in order to maintain eligibility. Eligibility will resume on the Monday following the week of ineligibility.
- A principal may declare a student ineligible to participate in an extracurricular activity because of poor attendance, conduct, discipline, or academic performance.
- Each student must be in attendance at school prior to 10:06 in order to practice or participate in that day's extracurricular activities.

- Participation in interscholastic sports is not an excuse to miss any class, including fitness/physical education. All athletes shall be required to dress and participate in all physical education classes.
- All students shall be transported to an off-school-site event via school district transportation, unless otherwise approved by the principal. Students requesting to return from an off-campus activity with a parent must have a signed parental/guardian request approved by a principal. Students may return with a parent/guardian only.

EXTRACURRICULAR ELIGIBILITY

All students must have an Illegal Drug/Alcohol and Tobacco Guidelines form completed and signed by a parent/guardian before they may participate in any extracurricular activity. This form will be collected by the activity advisor and turned into the office.

If a student is involved in a school suspension, the student will lose his/her right to participate for the duration of the suspension.

Students participating in extracurricular activities will not be eligible to participate for one week if their quarter average for two courses is below passing.

A student may be declared ineligible to participate in an extracurricular activity by the principal because of poor attendance, behavior, or academic performance.

BEHAVIOR AT EVENTS

Spectators play an important part in our athletic program. Verbal and physical behaviors along with a general level of program support demonstrate the level and quality of sportsmanship in our community.

“The PIAA requires all registered sports’ officials to enforce the sportsmanship rules for coaches and contestants. Actions meant to demean opposing players, teams, spectators, and officials are not in the highest ideals of interscholastic education and will not be tolerated. The participants are to reflect mutual respect.” Participants, coaches and spectators behaving inappropriately before, during, or after the game/activity may be required to leave the school property.

The student code of conduct regarding all levels of infractions and consequential disciplinary action, as outlined in this handbook, apply to all Kutztown Area High School students while on school property, representing the school, participating in a school-sponsored activity or traveling to and from such activities.

BOOKS & SCHOOL PROPERTY

Textbooks, laptops, and other school equipment are purchased for the use of pupils at public expense. Each textbook is stamped on the inside front cover. Each laptop has identifying stickers/labels that are not to be removed. Pupils are responsible for the loss of, or damage to, textbooks, laptops, and other school property. When books are lost, pupils should report the matter to the teacher of the subject. Current replacement cost for lost or defaced books/equipment is the responsibility of the student. A lost laptop should be reported immediately to the school administration.

BUILDING USE

In order for any group to use a school building after school, a building-use request form must be completed and submitted through the facility request link at www.kasd.org (click on community and facility request information tabs) and approval received from the Director of Student Activities, who will notify custodial services. A school administrator must make final approval of the use of the buildings for evening activities. Link: <https://kasd.gofmx.com/>

COMPUTER / TECHNOLOGY USE

School issued laptops, chargers, and protective sleeves / cases are the property of the Kutztown Area School District. Laptops and chargers will be assigned to full-time high school students and must be returned at the conclusion of the school year. Any protective sleeves and/or cases that are issued to students must also be returned at the conclusion of the school year. The laptop and charger must be returned in their original working condition. Protective sleeves / cases must also be returned in working condition. Laptops are educational tools and are to be used only in that capacity. The use of the laptop is a privilege that can be revoked upon violation of the Hardware/Software policy. Students should have no expectation of privacy in relation to the laptop and should expect teachers, technical support staff and administrators to conduct "spot checks," along with other administrative functions that work to maintain technology safety, security, and appropriate use. Inappropriate use or neglect of a laptop, its carrying case, charger, the Internet, and/or installed software will result in disciplinary action, including, but not limited to the loss of the use of the laptop. Loss of the laptop or Internet access will not change classroom expectations or assignment completion. Please refer to Board Policy 815 – Computer Hardware/Software/Network Usage for more detailed information. Please refer to the link in the previous sentence to go to the board policies page. Students are prohibited from using personal tablets and/or laptops during the school day, unless granted permission by the school administration.

Students are prohibited from using personal tablets and/or laptops during the school day, unless granted permission by the school administration.

ONLINE EDUCATIONAL SERVICES

With our emphasis on providing students with robust resources that enhance their learning, students will be using a variety of online services and programs to support their instruction. These web-based resources are designed to help students learn, collaborate, research, and engage with content in multiple ways.

Students will be provided with **GSuite for Education** (Google) accounts with access to the suite of applications provided by Google including email, word processing, presentation, website creation, and spreadsheet tools. The Google account is also used to log in to other devices, such as Chromebooks, and other online educational applications. Student email accounts are limited to correspondence between district email accounts and addresses otherwise approved by the district.

Many of the other **online educational services** we utilize can be found on the district web page at www.kasd.org/OnlineServices, which includes more information on the products and links to

their privacy policies. This list is updated regularly and parents should check back often for new approved resources.

Parent Involvement

Resources for parents and family tip sheets are available on our website at: www.kasd.org/DigitalCitizenship.

For more information about our online programs and services, please contact the school district's office of educational technology at (484) 641-5532.

CONCUSSION POLICY

The school district's concussion policy has been developed to provide guidance for the prevention, detection, treatment and management of students regarding a concussion.

Prevention: The Kutztown Area School District believes that prevention is the best approach to the silent epidemic of brain injury. Therefore, the school district will conduct one or more informational meetings annually regarding concussions. Meetings will be open to all students (K-12), parents/guardians and other interested parties. A meeting will be held at the beginning of each school year, with others scheduled as necessary. Information for all students 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 will be made available through multiple channels such as the district website, Facebook, Twitter, CougarServ, and the Sports Physical Packet. Additionally, all coaches must share with students and parents/guardians the number of first concussions and any subsequent concussions sustained in their sport in the prior season.

Detection: The responsible party at the event where the concussion occurred, i.e., coach/athletic trainer or school employee, shall immediately remove the student from the activity and notify school administration or designee.

Treatment & Management: The District recognizes that recovery is individualized and will be determined on a case-by-case basis. All students who are suspected of suffering a concussion or head injury may not return to a school activity until cleared in writing by a MD or DO. All students diagnosed with a concussion must have the Concussion Accommodation form completed before returning to school. A copy of the form may be obtained from the school nurse, athletic trainer, or coach. A copy can also be printed from the high school website. The form can be found under Health Services.

CONFIDENTIALITY PROCEDURES

The guidance counselors, school nurse, principal, and school psychologist will treat information received from a student, or regarding a student, as confidential.

While in public or private, and in the course of that person's professional duties, all information regarding a student is confidential to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parent(s).

However, such information may be revealed without the student's consent to the student's parents/guardians, teachers, guidance counselors or principal. An exception to the above is information revealed by the student concerning suspected child abuse, neglect, or injury. In these cases, the recipient is required by law to report such information to the authorities.

All information gathered about our students is subjected to the confidentiality provisions contained in federal and state law. The Kutztown Area School District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, a written request may be submitted to the guidance counselors or principals.

EARLY DISMISSAL FROM SCHOOL

In order to be permitted to leave school before dismissal time, a written excuse note from parents must be submitted to the office before homeroom period on or before the day the student is to leave early. It must state the time and reason for leaving (medical appointment or family emergency.) The principal may then grant early dismissal. If students are requesting early release on a daily basis, they must provide medical documentation and should discuss the situation with the principal or guidance counselor.

Any pupil who becomes ill and desires to go home must report to the school nurse or high school office. Parents will be contacted before a student may be permitted to sign out and leave the school property. Students may leave the school only with permission of the principal, assistant principal or school nurse. Leaving school property without permission may result in suspension.

EMERGENCY CLOSING OF SCHOOLS

If it becomes necessary to close our schools due to inclement weather or emergency, families will receive an automated phone call via our Connect-Ed service.

EMERGENCIES / ALL HAZARDS PLAN

The school administration, faculty, staff, and students are expected to abide by the developed procedures for fire and other emergencies. This expectation is set for both drills and actual events. The "All Hazards Plan" will be in effect for the entire school year. Failure to comply with these procedures will result in disciplinary action.

FLAG SALUTE/PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his/her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who wish to participate in the meaningful ceremony. A student who chooses not to participate may either stand or sit quietly.

GRADING PROCESSES AND PROCEDURES

The Kutztown Area High School will continue to promote and encourage reassessment for student growth and mastery. The reassessment process is meant to provide an opportunity for students to progress satisfactorily with a course while mastering certain concepts. The student should initiate the reassessment process by making contact with the teacher within one cycle (6 days) after receiving the scored assessment. The student and teacher will work together to establish the necessary steps for remediation/reassessment.

HEALTH SERVICES

A nurse provides health care in the health room for acute illnesses/injuries. Throughout the year all students are required by the Department of Health to have their height/weight and vision checked. In response to a state mandate, all children enrolled in Pennsylvania schools will have their height and weight measured, and then used to calculate their body mass index (BMI). BMI is a screening tool used to determine whether a child is over- or underweight. This screening will take place early in the school year, and you will receive a letter with the results that should be shared with your child's doctor.

Eleventh-grade students will also have a hearing test. Pennsylvania State School Law requires physical exams to be completed in eleventh grade.

Any student who becomes ill or is injured during the course of the school day must report to the health room with a pass in SmartPass. The student will be treated and returned to the classroom or sent home as is deemed necessary.

If the nurse is not available in the health room, students are to report to the high school office.

LIBRARY SERVICES

The Library is open for students between 7:30 am and 3pm. Students may visit the library during their study halls for research, quiet reading, book borrowing, and completing homework. Students wishing to report to the Library are asked to create a pass in SmartPass.

Students who need to use the library during Connections need to create a pass in SmartPass.

While in the library, it is expected that students respect the rights of others and maintain a quiet working environment.

Students are required to produce their Student ID Badge when borrowing materials from the library. All library materials borrowed must be returned/renewed by the due date. Late materials are assessed a fine of 5 cents/day (regular items), 25 cents/day (overnight items), or \$1.00/day (ACCESS Interlibrary loan items).

LOCKERS

Each student will be assigned and given a locker and its combination. All lockers must be kept locked at all times and must be in a neat and orderly condition. All lockers are the property of the Kutztown Area High School and subject to inspections by authorized school personnel.

Under no circumstances should a student give the combination to his/her locker to any other student. The high school office will not give any combinations to any person other than the student assigned to the locker. Any trouble occurring with a lock or locker should immediately be reported to the high school office.

Students do not need to routinely access their lockers between classes. It is recommended that lockers be opened only at the following times:

- In the morning before reporting to homeroom,
- At lunchtime before or after lunch.
- At the close of school following dismissal.

Students should arrive to class prepared and are not to leave their classes to go to their lockers.

LOST AND FOUND

Any articles that are found shall be turned into the high school office. Owners are requested to inquire there concerning missing property.

MEDICAL TRANSPORTATION

It is the responsibility of the parent/guardian to provide transportation and further care of the student if s/he becomes ill or injured on school property. Students may not be sent home without prior parental/guardian approval, and no student may drive when excused for medical reasons unless parental consent has been given.

MEDICATION POLICY

It is our intent to insure the health and safety for all Kutztown Area High School students. We realize that students have medical conditions that require the use of medication. In most situations, all doses of prescribed medications can be given at home. However, there are times when it is necessary for a student to receive medication during school hours, on trips, or during extracurricular activities. The definition of medication is all substances prescribed by a physician and any over the counter medications including herbals.

Before any medication may be administered to any student during school hours, the Board of Directors requires a written request by the parent giving permission for the administration of the prescribed medication as well as an accompanying written order from the prescribing physician. The order shall include the:

- Purpose of the medication,
- Dosage,
- Time at which it is to be administered,
- Any special circumstance under which it is to be administered,
- Length of period for which medication is prescribed, and
- Possible side effects of the medication.

The parent or adult designee shall bring all medications to the school. Students **must not** be in possession of any medications.

Any student giving any medications to another student will be in violation of our drug policy. When the student feels the need to take the medication, he/she must go to the health room to receive the medication.

MID-TERM & FINAL EXAMINATIONS

Final exams are required for full-year courses and will be calculated as 20% of the final grade for the year. Mid-term examinations for full-year courses are optional and are administered at the discretion of the staff. Students will take mid-term and final exams whether they are passing or failing a course. If a student fails any two quarters and the midterm and/or final, the teacher has the option to fail the student for the year.

A student refusing to take an examination will fail the course. If a student refuses to take a required mid-term exam for a full-year course, s/he will be assigned to a study hall or semester course for the remainder of the school year. If a student fails a course as a result of his/her not taking the required mid-term/final exam, he/she may not take the course for credit in remedial/summer school.

NATIONAL HONOR SOCIETY

National Honor Society members exhibit academic excellence, strong leadership, honorable and admirable character, and a commitment to service. Each of these characteristics demonstrates a willingness to use personal talents and skills for the improvement of both self and society. At Kutztown Area High School, rising juniors and seniors meeting the scholarship, leadership, service, and character criteria outlined as follows are eligible for National Honor Society membership:

- scholarship – 95% or higher weighted grade point average
- leadership - two (2) leadership roles at school or in the community assumed since the start of ninth grade,
- service - the completion of twenty (20) hours of service undertaken at school or in the community since the start of ninth grade,
- character - an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies, or an ability to demonstrate sufficient growth and improvement to compensate for previous inadequacies.

Inducted students are expected to uphold these standards throughout their membership.

CONNECTIONS

“Connections” is a time in the school day that is designed to be a working period for research, additional instruction or study. It is to be an academically productive time – not a free period. A Connections pass in SmartPass is required to move throughout the building during this time.

SCHOOL TRIPS

All school trips involving pupils must be limited to one day unless granted a School Board exception. All school trips are to be chaperoned by one faculty member for approximately every twenty-five students.

Trips shall be taken via public transportation facilities or a chartered bus. On all school-sponsored trips, student behavior shall be such as to uphold the dignity of the school and at all times be in accordance with all policies and standards of the school. Students may not participate in off-school trips unless approved by parent/guardian. Students who are failing 2 or more courses are ineligible to participate in school field trips.

SCHOOL VISITATIONS

The administration and faculty of Kutztown Area High School wish to encourage parental visits to the schools at any time that the need or opportunity arises. In order to make visits most beneficial, the following procedure is used:

- When possible, schedule visits 24 hours in advance by calling the high school office at 610-683-7346.
- With advance notice, counselors may be able to furnish an up-to-date progress report.
- If a teacher conference is desired, make an appointment through the office. Classes may not be interrupted for this purpose.
- All visitors must report to the HS office. Visitors must surrender a photo ID and are required to wear a high school issued identification badge while in the building.

School policy permits only those visitors who have legitimate business at the school to enter the building legally.

In compliance with state and federal law, notice is hereby given by the Kutztown Area School District that it conduct ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students.) If the district identifies that a student is possibly in need of such services, a parent/guardian will be notified of the applicable procedures. Individualized services and programs are available for students who are determined to need specially designed instruction due to the following conditions:

If a parent/guardian believes their school-age child may be in need of special education services and related programs, or young child (age three to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available upon written request at no cost to the parent/guardian. Screening and evaluation may be requested at any time, whether or not the child is enrolled in the district's public school program. Requests for evaluation and screening are to be made in writing to the high school guidance counselors.

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

participation in, or access to, an aspect of the school program. These services and protections for protected handicapped students are distinct from those applicable to all eligible or exceptional students enrolled, or seeking enrollment, in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location) and rights to due process procedures, you may contact, in writing, the guidance counselors or any building principal.

STUDENT ASSISTANCE PROGRAM

A Student Assistance Program (SAP) is available to support and assist students to better cope with various social issues and issues of drugs, alcohol, suicide, pregnancy, child abuse and loss.

The purpose of the student assistance program is to:

- Identify students in crisis or need.
- Provide direction and support for students.
- Refer students in crisis to appropriate community agencies and support groups.
- Help establish a more healthy school climate.
- Provide communication lines among teachers, parents, counselors and students.

Students, school staff and/or parents may make referrals to the SAP team. Strict confidentiality is maintained at all times. The team is made up of guidance counselors, principals, nurse and trained teachers.

Referral procedure: Contact any member of the SAP team either personally or by putting a note in a sealed envelope in any team member's mailbox in the high school office.

STUDENT GOVERNMENT OFFICERS

Any candidate for an office, or an office holder, whether it is a club office, class office, or an office in any extracurricular organization shall have and maintain a B (80%) average or better in all subjects. Students must also have a behavior record free of disciplinary referrals and an attendance record free of unexcused tardiness and/or unexcused/unlawful absences.

STUDENT INSURANCE

The School Board has approved a group insurance policy for students. The policy has broad coverage and is available at a nominal cost. An injured student must secure an insurance accident form from the office within five (5) days of the accident. This is the student's responsibility.

All students participating in an interscholastic sport are strongly encouraged to carry health and accident insurance. If a parent/guardian feels his/her health and accident insurance is adequate coverage, he/she may sign an insurance waiver form. These forms are available through the coaches or the high school office. Parents/guardians, at their own expense, have the option to purchase school time accident coverage or "round the clock" 24 hour accident coverage through Bollinger Specialty Group. This can be found at www.bollingerschools.com

STUDENT RECORDS

In accordance with the Right-to-Know law, parents/guardians may request to review their children's school records. Students 18 years of age or older may request to review their own records. The request is to be directed to the guidance counselor, who will then schedule an appointment with the interested person within thirty (30) days of the initial request.

STUDENT WITHDRAWAL FROM SCHOOL

All students within compulsory school age who desire to withdraw from school must, according to state law, complete working papers obtained from the high school guidance office.

Compulsory school age applies to any student under eighteen (18) years of age. A withdrawal form shall be obtained from the office and shall be signed by the student, principal, and each teacher who has the student in any class. At the time a teacher signs the form, all books and school property shall be returned. Prior to completion of the form, all obligations to the Kutztown Area School District must be fulfilled.

TELEPHONE USE

Office telephones are primarily for business purposes. Students will not be called out of class to answer the telephone. Important messages will be delivered to students by the office staff. Students may use the high school office to make and/or return telephone calls.

TITLE IX

It is the policy of the Kutztown Area School District not to discriminate on the basis of sex in its educational programs or activities, its employment policies or admission thereto as required by Title IX of the Education amendments of 1972 and 34 CFR Part 106. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator in the Curriculum office.

WORKING PAPERS

Any student who seeks employment before graduation or leaving school prior to his/her eighteenth (18) birthday is required to obtain working papers. The application for the work permit is issued from the high school guidance office. It is best for a parent to accompany the student when the application is made for the permit.

NOTICE OF USE OF AUDIO AND/OR RECORDING DEVICES ON SCHOOL BUSES AND/OR OTHER SCHOOL VEHICLES

The safety of your children is of highest priority to the Kutztown Area School District.

The purpose of this information is to provide you with the required notice that to the extent permitted by Pennsylvania law, audio and/or video recording devices may be used on all District operated school buses and/or other school vehicles to monitor the health, safety, and welfare of all students and staff.

For additional information regarding the District's use of audio and/or video recording devices and/or the maintenance, storage, and/or disclosure of the audio and/or video recordings, please see Board Policy No. [810.2]. Policy [810.2] governs the use of audio and/or video cameras on school buses and other school vehicles.

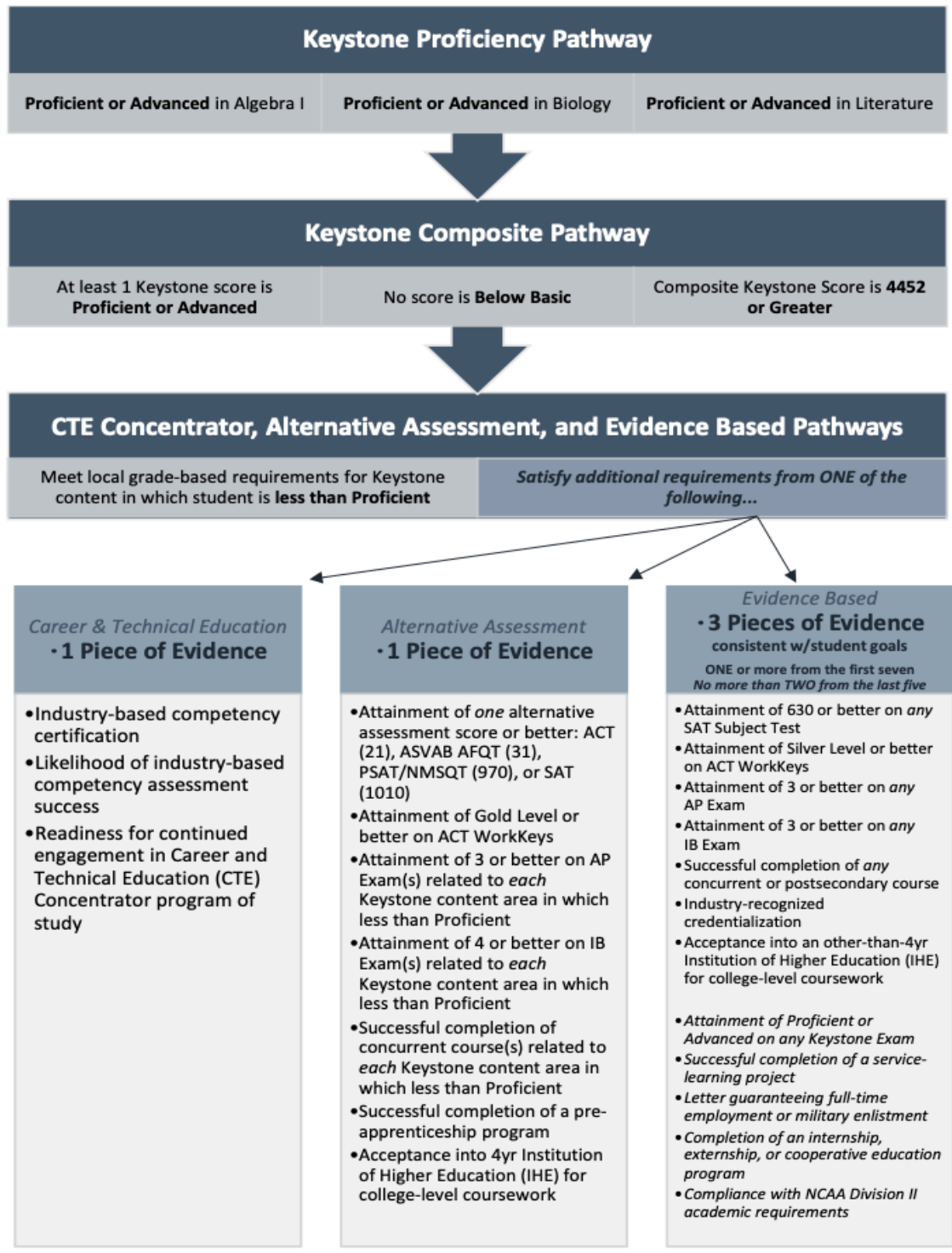
STATEWIDE HIGH SCHOOL GRADUATION REQUIREMENT

(The below information was retrieved from the PDE website.)

[Act 158 of 2018](#) (Act 158), signed into law by Governor Tom Wolf on October 24, 2018, provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) for a student to achieve statewide graduation requirements.

Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams to meet the statewide graduation requirement, students must take the Keystone Exams for purposes of federal accountability. Failure to do so will affect a Local Education Agency (LEA) and school's participation rate.

Act 158 Pathway Graphic



HOMELESSNESS

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility.

What is the definition of a “homeless youth” under McKinney-Vento?

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing option
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

How does McKinney-Vento help these students?

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities.

This includes:

- Immediate enrollment
- Free and Reduced School Lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs

Contact: KASD McKinney-Vento Liaison 484 651-5522

SCHOOL BOARD POLICIES

The Kutztown Area School Board, in order to better inform those involved and to help the district function effectively, creates and updates policies that express the district position on issues, create rules, and express expectations for district employees and students.

All policies are available on the school district website. All or parts of the following policies can be found at the end of this handbook: 103, 103.1, 200, 204, 220, 222, 236.1, 247, 815, 824.

Policy 103: Discrimination/Title IX Sexual Harassment Affecting Students

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[\[17\]](#)[\[18\]](#)[\[19\]](#)

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[20]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.[18][21]

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[17][18][21]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations. [\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)

Retaliation

The Board prohibits retaliation by the district or any other person against any person for: [\[25\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase “document filed by a complainant” refers to a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[\[24\]](#)[\[27\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[27\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. **Supportive measures** may include, but are not limited to:[\[27\]](#)

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student’s behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[\[21\]](#)

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[\[27\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual’s participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

Sexual assault, dating violence, domestic violence or stalking.

- a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[\[28\]](#)
 - i. Length of relationship.

- ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[28\]](#)
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[29\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[28\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[23\]](#)[\[24\]](#)[\[27\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent as the district's Compliance Officer and Superintendent as the district's Title IX Coordinator.[\[30\]](#)

The Compliance Officer can be contacted at:

Address: 251 Long Lane, Kutztown, PA 19530

Email: openrecordsoffice@kasd.org

Phone Number: 610 683-7361

The Title IX Coordinator can be contacted at:

Address: 251 Long Lane, Kutztown, PA 19530

Email: openrecordsoffice@kasd.org

Phone Number: 610 683-7361

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or

modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[31]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.

5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[17][18]

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[19][32][33]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Policy 103.1 Nondiscrimination - Qualified students with Disabilities

Authority

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

Retaliation

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities. [\[11\]](#)[\[12\]](#)

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians. [\[3\]](#)[\[8\]](#)

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.[\[13\]](#)

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[\[10\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Assistant Superintendent as the district's Section 504 Coordinator.[\[14\]](#)

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.[\[15\]](#)[\[16\]](#)

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.[\[16\]](#)[\[17\]](#)

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.[\[18\]](#)[\[19\]](#)[\[20\]](#)

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[\[20\]](#)

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing. [\[20\]](#)

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE. [\[13\]](#)

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian. [\[13\]](#)

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent. [\[18\]](#)

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home. [\[21\]\[22\]](#)

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities. [\[21\]\[22\]\[23\]\[24\]\[25\]\[26\]\[27\]](#)

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.[\[13\]](#)[\[19\]](#)[\[20\]](#)[\[28\]](#)

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[\[33\]](#)[\[34\]](#)

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.[\[35\]](#)[\[36\]](#)[\[37\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[\[11\]](#)[\[13\]](#)[\[21\]](#)[\[30\]](#)[\[33\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)[\[43\]](#)[\[44\]](#)[\[45\]](#)[\[46\]](#)[\[47\]](#)

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[\[10\]](#)[\[39\]](#)[\[48\]](#)

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[\[13\]](#)[\[40\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[\[36\]](#)

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.[\[28\]](#)[\[49\]](#)

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.[\[19\]](#)

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:[\[28\]](#)

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[\[28\]](#)

Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[\[28\]](#)

Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations. [\[28\]](#)[\[50\]](#)

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction. [\[28\]](#)

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system. [\[10\]](#)

Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

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 Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law. [\[51\]](#)

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.[10][51][52][53]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant. [\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

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

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency

and propriety of the prior investigation.

3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

Policy 200 Enrollment of Students

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[7\]](#)

District of residence shall be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence and immunizations and a completed Parental Registration Statement, as required by law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

The district shall administer a home language survey to all students enrolling in district schools for the first time.[\[3\]](#)[\[14\]](#)

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[\[3\]](#)

The district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, law and regulation.[\[5\]](#)[\[15\]](#)

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

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[9]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's enrollment policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[4]

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

Policy 204 Attendance

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[2][3][4][5][6][7]

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Person in parental relation shall mean a:[8]

1. Custodial biological or adoptive parent.

2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[8\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[\[1\]](#)[\[11\]](#)

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

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

1. Govern the maintenance of attendance records in accordance with law.[\[12\]](#)[\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[2]

A student shall 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; or the student's placement is instruction in the home.[2][5][14][15][16][17][18][19][20]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

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.[3][4][21]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[2][22]
3. Students attending college who are also enrolled part-time in district schools.[23]
4. Students attending a home education program or private tutoring in accordance with law.[2][18][24][25][26][27]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[2]
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[4]
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[4][15]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[3]
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][3]
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[3]
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
11. Nonschool-sponsored educational tours or trips, if the following conditions are met:[3][29]
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.

12. College or postsecondary institution visit, with prior approval.

13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability.[\[3\]](#)[\[6\]](#)[\[30\]](#)

The district may limit the number and duration of nonschool-sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals –

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[2\]](#)[\[14\]](#)[\[18\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:[\[28\]](#)[\[31\]](#)
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[21\]](#)

Parental Notice of Absence –

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[8]

Parental Notification –

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[32]

The notice shall:[32]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[32]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[32]

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[32]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[32]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[32]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[32]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[33]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[33]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[33]

1. Refer the student to a school-based or community-based attendance improvement program; or

2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[33]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[33]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[34]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[34]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][35][36][37]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][35][37]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[32]

Policy 220 Student Expression/Dissemination of Materials

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 disseminate nonschool materials to others as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.^[1]

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

This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the district, which shall be regulated separately as part of the school district's educational program.

Definitions

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

On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or

At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the school district.

Dissemination is the act or process of distributing, spreading, broadcasting or dispersing widely. Dissemination sends information to an audience without direct contact to the receiver and without a direct response or clarification method that a conversation or dialogue would have.

Expression means verbal, written, technological or symbolic representation or communication.

Nonschool materials means any printed, technological or written materials, regardless of form, source or authorship, that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas and digital bulletin boards, personal websites and the like.

Authority

Limitations on Student Expression

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

Violates federal, state or local laws, Board policy or district rules or procedures;

Is defamatory, obscene, lewd, vulgar or profane;[\[2\]](#)

Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;

Incites violence, advocates use of force or threatens serious harm to the school or community;

Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;

Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or

Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.

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

Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;

Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or

Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Dissemination of Nonschool Materials

The Board requires that dissemination of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written and publicly

available to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.[1][3]

The Board requires that students who wish to disseminate nonschool materials on school property shall obtain approval by submitting them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.[1]

If the nonschool materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval. At the time of notification of disapproval, the principal will notify the requesting student of the appeal process.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

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

Printed nonschool materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

Review of Student Expression

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

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

Student-initiated religious expression is permissible, and apart from regarding time, place and manner, shall not be restricted unless the expression violates some other aspect of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content.

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

An appeal made to the Superintendent should be submitted in writing to the Superintendent who will review the decision and respond to the appeal within forty-eight (48) hours of receiving the appeal.

If the student would like to appeal the decision of the Superintendent to the Board, the appeal should be submitted to the Superintendent in writing and the Board will review the appeal at the next regularly scheduled meeting.

Delegation of Responsibility

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

When student dissemination of nonschool materials or other student expression violates this policy, the building principal may determine what if any disciplinary or other consequences should be imposed. Disciplinary actions shall be in accordance with applicable Board policy and the Code of Student Conduct.[6][7]

The Superintendent shall ensure that building principals and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

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

Policy 222 Tobacco and Vaping Products (excerpt)

The Board prohibits possession, use, purchase or sale of tobacco, vaping products, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[1][2][5]

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.[3]

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[4]

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Policy 236.1 Threat Assessment (excerpt)

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

Policy 247 Hazing

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

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

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

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

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

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[\[6\]](#)[\[7\]](#)

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

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

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[\[4\]](#)[\[5\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)

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

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

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory

harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. 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]

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks, through the distribution of written policy and verbal instructions by the coach or sponsor at the start of the season or program.[4]

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

Complaint Procedure

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

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

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[13\]](#)

Referral to Law Enforcement and Safe Schools Reporting Requirements –

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

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

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[15\]](#)[\[20\]](#)[\[21\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[14\]](#)[\[20\]](#)

Confidentiality

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

Retaliation

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

Consequences for Violations

Safe Harbor –

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

Students –

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

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[24\]](#)

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

Criminal Prosecution –

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

Policy 810.2 Transportation - Video/Audio Recording

Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[\[2\]](#)

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[\[2\]](#)

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[\[2\]](#)
2. This policy is posted on the district's publicly accessible website.[\[2\]](#)[\[3\]](#)
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.[\[2\]](#)

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.[\[4\]](#)

815 Acceptable Use of Internet, Computers And Network Resources

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily

operations through interpersonal communications and access to information, research and collaboration.

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

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

Definitions

The term child pornography is defined under both federal and state law.

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

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

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

The term harmful to minors is defined under both federal and state law.

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

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

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[5\]](#)

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

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

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

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

Authority

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

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

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

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

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[\[4\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

- Defamatory or personal attacks;
- Lewd, vulgar, or profane;
- Threatening;
- Harassing or discriminatory;
- Bullying;
- Terroristic;
- Violent or illegal content.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of electronic devices with Internet access.[\[3\]](#)[\[4\]](#)[\[13\]](#)

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[\[13\]](#)

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[\[3\]](#)[\[14\]](#)

Delegation of Responsibility

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

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[\[13\]](#)

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

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

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

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[3\]](#)[\[4\]](#)[\[15\]](#)

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

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose except as described below under the "Security" heading. Network users shall respect the privacy of other users on the system.

Each employee or student issued district-owned technology shall be responsible for the security and care of that technology, regardless of whether the technology is used in the district, at the employee's or student's place of residence, or in any other location such as a hotel, conference room, car, or airport.

Employees and students shall be responsible for all content on their district issued technology. The district may monitor all such content on district-owned devices.

Personal files on district-owned devices and network services are discoverable under state and public record laws.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site

shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, in chat rooms, through email, on social networking websites, etc.

Internet safety measures shall effectively address the following:[\[4\]\[15\]](#)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.
6. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[\[12\]\[16\]](#)
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[\[17\]](#)

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

Security

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

1. Only users who have agreed to abide by the terms of this policy may utilize the District's technology resources. Unauthorized use, utilizing another user's District account, or exceeding one's authorization to use District technology resources is prohibited. Nothing in this policy, however, shall prevent a Parent or Guardian from assisting his or her child with the use of the District's technology resources, or from monitoring a student's use of the District's technology resources in the student's home.
2. Employees and students shall not reveal their passwords to another individual except as described above.

3. Users are not to use a computer that has been logged in under another student's or employee's name except as described above.
4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use and TEACH Act guidelines of the Copyright law, and applicable laws and regulations.[18][19]

District Website

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

Users shall not copy or download information from the district website, network, or electronic resource and disseminate such information without authorization from the building principal.

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[13]

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

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[6][7][8]

Policy 824: Maintaining Professional Adult/Student Boundaries

Authority

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

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

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[\[2\]](#)

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[\[3\]](#)[\[4\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
4. Taking a student out of class without a legitimate educational reason.
5. Being alone with a student behind closed doors without a legitimate educational reason.
6. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
7. Sending or accompanying a student on personal errands.
8. Inviting a student to the adult's home.
9. Going to a student's home without a legitimate educational reason.
10. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
11. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
12. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
13. Telling a student personal secrets or sharing personal secrets with a student.
14. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
15. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5]

Electronic Communications -

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[6]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.[5][7]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[8][9]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][7][10][11]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[8][9][10][11][12][13][14][15][16]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][7]

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or Title IX sexual harassment.[5][7]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. **Obstruction** includes, but is not limited to, violation of

“no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][7][11][17][18][19]

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[7][11][17]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.