



Book	Policy Manual
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Purpose

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

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the district.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall adopt a Code of Student Conduct/Disciplinary Action Schedule to govern student discipline, and students shall not be subject to disciplinary action because of membership in a protected class/characteristic. Each student must adhere to Board policies, administrative guidelines and the Code of Student Conduct/Disciplinary Action Schedule governing student discipline.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct/Disciplinary Action Schedule, district rules and administrative guidelines.[\[9\]](#)

Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.[\[10\]](#)

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy and administrative guidelines.[\[7\]](#)[\[10\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with **local** law enforcement, and Board policies and administrative guidelines.[\[5\]](#)[\[7\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

On and Off-Campus Activities

This policy and the Code of Student Conduct/Disciplinary Action Schedule apply to the behavior of students at all times during the time they are under the supervision of the school, which specifically includes while under the supervision of the district as part of a cyber program or other virtual program, or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct/Disciplinary Action Schedule also apply to student behavior that occurs at other times and places ("off-campus") when:[3]

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;
4. The conduct involves the theft or vandalism of school property; or
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct/Disciplinary Action Schedule if it occurred in school, that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

Delegation of Responsibility

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

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct/Disciplinary Action Schedule, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct/Disciplinary Action Schedule shall be available in each school library and school office and may be included in student handbooks and on the district website.[1][8]

The building principal or designee shall have the authority to assign discipline to students, subject to Board policies, administrative guidelines, the Code of Student Conduct/Disciplinary Action Schedule and school rules, and to the student's due process right to notice, hearing, and appeal, when such due process rights exist.[7][10][15][16]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions, including the assignment of disciplinary action, necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, in accordance with Board policy, administrative guidelines, the Code of Student Conduct/Disciplinary Action Schedule and school rules.[15]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and/or for the protection of persons or property.[9]

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 products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[\[17\]](#)[\[18\]](#)[\[19\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency 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 law enforcement and Board policies and administrative guidelines.[\[14\]](#)[\[17\]](#)[\[18\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the law enforcement agency 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.[\[14\]](#)[\[17\]](#)[\[23\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the PA Department of Education on the required form.[\[14\]](#)[\[18\]](#)[\[20\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy and administrative guidelines.[\[28\]](#)[\[29\]](#)

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

- Legal
- [1. 22 PA Code 12.3](#)
 - [2. 22 PA Code 12.4](#)
 - [3. 24 P.S. 510](#)
 4. Pol. 103
 5. Pol. 103.1
 - [6. 22 PA Code 12.2](#)
 7. Pol. 113.1
 8. Pol. 235
 - [9. 22 PA Code 12.5](#)
 10. Pol. 233
 - [11. 22 PA Code 10.23](#)
 - [12. 20 U.S.C. 1400 et seq](#)
 13. Pol. 113.2
 14. Pol. 805.1
 - [15. 24 P.S. 1317](#)

[16. 24 P.S. 1318](#)

[17. 22 PA Code 10.2](#)

[18. 24 P.S. 1319-B](#)

[19. 35 P.S. 780-102](#)

[20. 24 P.S. 1306.2-B](#)

[21. 22 PA Code 10.21](#)

[22. 22 PA Code 10.22](#)

[23. 22 PA Code 10.25](#)

24. Pol. 218.1

25. Pol. 218.2

26. Pol. 222

27. Pol. 227

[28. 24 P.S. 1302-E](#)

29. Pol. 236.1

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

[22 PA Code 12.1 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 300](#)

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

Mahanoy Area School District v. B.L., 594 U.S. ____ (2021)

Pol. 122

Pol. 123

Pol. 805



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Student Discipline
Respecting Members of the School Community
STUDENT DISCIPLINE
Respecting Members of the School Community

The fundamental premise of Board policy and administrative guidelines related to student discipline is that students will show tolerance to all members of the school community. The Board has adopted a Code of Student Conduct/Disciplinary Action Schedule to govern student discipline, and students shall not be subject to disciplinary action because of membership in a protected class/characteristic. Each student shall adhere to Board policies, administrative guidelines and the Code of Student Conduct/Disciplinary Action Schedule governing student discipline.

The Board has the authority to make reasonable and necessary rules governing the conduct of students in school. As provided by Section 1317 of the Pennsylvania School Code of 1949, as amended, every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the students as their parents/guardians or persons in parental relation with the student when: (a) they are attending school in person, including the technical college high schools, or remotely through a cyber program or by other virtual platforms; (b) during the time they are going to and from their homes to school or the technical college high schools; and (c) when attending school-sponsored events and activities either as a participant or spectator.

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

discipline as adopted by the Board.

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

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

WHY DISCIPLINE?

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

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

Unless otherwise required by law, it is the responsibility of the Board to continue with the education of the student until age eighteen (18) whether in the formal educational setting or in a setting outside that environment.

STUDENT EXPECTATIONS

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

Students have the responsibility to conduct themselves according to the Code listed above and to follow Policy 235 Student Rights and Responsibilities. Students who fail to do so will be subject to follow the schedule of disciplinary action.

ADMINISTRATIVE ACTION ELEMENTARY AND SECONDARY

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

- Parents/Guardians.
- Teachers.

- School counselor.
- School and Home Visitor.
- Community resource personnel.
- Social agencies.
- Psychologist.

The breaches of discipline within the schools generally fall into two (2) classes of offense:

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

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

SCHOOL OFFENSES

Any student subjected to disciplinary action which involves their removal from the normal classroom environment is still to demonstrate mastery of all subject matter for advancement to the next grade level. It is the responsibility of the student subjected to such disciplinary action to ensure that they remain current with course subject matter and that they arrange with the administration for the taking of any examinations missed due to absence from school. Parents/Guardians of said student shall be notified immediately as soon as practicable, by telephone, if possible, and in writing when a student has been suspended internally or externally from class or school.

Possession, distribution or use of alcoholic beverages or controlled substances will result in the application of Board Policy 227 and its administrative guidelines. Weapon and replica weapon offenses will result in the application of Board Policy 218.1 and its administrative guidelines.

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

I. ELEMENTARY SCHOOL DISCIPLINARY ACTION SCHEDULE

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

A. LEVEL I

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

B. LEVEL II

1. Cutting class.
2. Smoking, Tobacco and Vaping Products (Policy 222).
3. Insubordination.

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

C. LEVEL III

1. Physical assault.
2. Possessing a weapon/replica weapons (Policy 218.1).
3. Arson, false alarm, or 911 Call.
4. Bomb threats.
5. Vandalism.
6. Controlled substance/paraphernalia (Policy 227).
7. Protected Class/Characteristic Discrimination/Title IX Sexual Harassment (Policy 103).
8. Intentional contact.
9. Terroristic threats (Policy 218.2).
10. Bullying (Policy 249).
11. Student Integrity (Policy 218.3).
12. Hazing (Policy 247).
13. Sexual Assault.
14. False Safe2Say report.
15. Commission of any act punishable under the Pennsylvania Crimes Code.
16. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction.

II. ELEMENTARY SCHOOL ADMINISTRATIVE ACTION SCHEDULE

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

A. LEVEL I

Disciplinary options may include, but are not limited to, any one (1) or more of the following:

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

B. LEVEL II

Disciplinary options may include, but are not limited to, any Level I disciplinary option, plus any one (1) or more of the following:

1. External suspension.
2. Notification of local law enforcement agency (who may take action in addition to the penalties set forth herein).

C. LEVEL III

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

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

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

III. SECONDARY DISCIPLINARY ACTION SCHEDULE

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

A. LEVEL I

1. Unlawful lateness to school and/or unlawful early dismissal.
2. Unexcused lateness to class.
3. Not reporting to detention.
4. Failure to sign in at attendance.
5. Student Integrity (Policy 218.3).
6. Not reporting to Saturday School (1st offense).
7. Student parking pass violations (Policy 223, 223AG1).
8. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction.

B. LEVEL II

1. Cutting class.
2. Leaving school or class without permission.
3. Smoking, Tobacco and Vaping Products (Policy 222).
4. Insubordination.
5. Fighting.
6. Defacing school property.
7. Violation of Student Acceptable Use Policy 252 and related policies (including misuse of the internet).
8. Verbal assault.
9. Intimidation.
10. Forgery.
11. Foul and abusive language/gestures.
12. Failure to give name.
13. Not reporting to Saturday School (2nd or more offense).
14. Peer conflict/disrespect/disturbance.
15. Student Integrity (Policy 218.3).
16. Use of personal technology and technology devices in violation of Policy 237 (including misuse of the internet).
17. Seventh Level I Offense.
18. Other more serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction.

C. LEVEL III

1. Theft.
2. Physical assault.
3. Possessing a weapon/replica weapon (Policy 218.1).
4. Arson, false alarm, or 911 call.
5. Bomb threats.
6. Vandalism.
7. Controlled substance/paraphernalia (Policy 227).
8. Extortion.
9. Protected Class/Characteristic Discrimination/Title IX Sexual Harassment(Policy 103).
10. Intentional contact.

11. Terroristic threats (Policy 218.2).
12. Bullying/Cyberbullying (Policy 249).
13. Student Integrity (Policy 218.3).
14. Hazing (Policy 247).
15. Sexual Assault.
16. False Safe2Say Report.
17. Commission of any act punishable under the Pennsylvania Crimes Code.
18. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction.

IV. SECONDARY ADMINISTRATIVE ACTION

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

A. LEVEL I

1. a. Unlawful lateness to school and/or unlawful early dismissal (High School): (see Policy 204 and 204AG1)
 - o ~~Every time a student accumulates eight (8) unlawful lateness to school (tardy) a detention shall be assigned.~~
 - o ~~Every time a student accumulates eight (8) unlawful early dismissals a detention shall be assigned.~~
1. b. Unlawful lateness to school and/or unlawful early dismissal (Middle School): (see Policy 204 and 204AG1)
 - o ~~Every time a student accumulates eight (8) unlawful lateness to school (tardy) and/or early dismissals a detention shall be assigned.~~
2. Unexcused lateness to class:
 - a. One (1) day of after school detention will be assigned for each offense.
 - b. Upon recording of the ninth or more lateness in a year, the student will be assigned one (1) day of Saturday School.
3. Not reporting to detention/late room:
 - a. One (1) day of Saturday School.
4. Failure to sign in at attendance:
 - a. One (1) day of after school detention will be assigned for each offense.
 - b. Upon recording of the ninth or more failure to sign in at attendance, the student will be assigned one (1) day of Saturday School.
5. Student Integrity (see Policy 218.3).
6. Not Reporting to Saturday School (1st offense):
 - a. One-day external suspension and the student must repeat the Saturday School.
7. Student parking pass violations (See 223AG1).

8. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction:

- a. First, second, third and fourth offenses will result in a detention.
- b. Upon recording of the fifth or more Level I offense, the student will receive a day of Saturday School.

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

B. LEVEL II

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

NOTE: The offense may be a repeat of a prior Level II offense or combination of offenses. Some Level II offenses may result in appropriate legal action or referral to law enforcement.

- a. The first, second, third, and fourth offense will result in one (1) day of Saturday School for each offense.
 - b. The fifth offense will result in a three-day external suspension and a mandatory building principal conference with the parent/guardian and student.
 - c. A sixth offense will result in a five-day external suspension. An informal hearing shall be held with the parent/guardian and the student.
 - d. A seventh offense will result in a ten-day external suspension from school and a Board hearing may be held with the administration's recommendation for exclusion of the student from school for the remainder of the school year or longer period.
2. Smoking/Tobacco and vaping products use and verbal assault will result in the following action:
- a. The first offense will result in a one (1) day external suspension and completion of a cessation program.
 - b. The second offense will result in a three (3) day external suspension and completion of a cessation program.
 - c. The third and subsequent offenses will result in a five (5) day external suspension and completion of a cessation program.
 - d. If the first offense is the seventh or subsequent Level II offense, the administrative action shall follow the Level II (1)(d) guidelines set forth above.
 - e. A student who violates this policy may be subject to prosecution initiated by the district and, if convicted, may be required to pay a fine up to fifty dollars (\$50) for the benefit of the district, plus court costs and attorney's fees.
3. Fighting will result in the following action:
- a. Each offense will result in a three (3) to five- (5) day external suspension and the local law enforcement agency will be notified, which may take action in addition to the penalties set forth herein.
 - b. If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II (1)(d) or higher level guidelines set forth above and local law enforcement will be notified which may lead to further actions in addition to the penalties set forth herein.
4. Not reporting to Saturday School will result in the following action:

- a. A first offense may result in a one- (1) day external suspension and the student must reschedule the Saturday School.
 - b. A second or subsequent offense may result in a one-day external suspension and the student must reschedule the Saturday School.
5. Student Integrity (see Policy 218.3).

The administrator may, if they consider a Level II offense sufficiently severe or disruptive to the school environment, provide for up to a three-day external suspension for any Level II offense.

C. LEVEL III

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

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

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

V. DEFINITIONS AND SPECIAL NOTES

1. **Bullying** – Is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive; and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school. Bullying includes cyberbullying. (See Policy 249).
2. **Discrimination** – Discrimination is defined in accordance with the definitions found in Policy 103.
3. **Disrespect to Peer(s)** - Teasing and name calling, oral or written, that does not rise to the level of bullying.
4. **Extortion** – Intentionally obtaining or withholding property of another by threatening to (1) inflict bodily harm on anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.
5. **False Safe2Say Report** - knowingly or intentionally making a false Safe2Say report.
6. **Fighting** – An encounter with blows or other physical contact involving two (2) or more students.
7. **Forgery** – Reproducing a parent's/guardian's signature, altering school records, other offenses as set forth in the Pennsylvania Crime Code, 18 Pa. C.S. §§ 4104 et. seq. as may be amended, or other similar actions.
8. **Foul and Abusive Language/Gestures** – Use of language or gestures that is vulgar, profane, or lewd.
9. **Hazing** - Hazing is defined in accordance with definitions found in Policy 247.
10. **Insubordination** – Refusing to follow a reasonable directive of either a district employee or administrator acting within the scope of their authority.
11. **Intentional Contact** – Intentionally causing contact with another, when such contact is neither invited or provoked and the purpose of such contact is insubordination, harassment, extortion or the threat or suggestion of physical assault. Intentional shoving, hitting, kicking, slapping, bumping, holding, pushing

and throwing objects with a wrongful purpose are examples of such conduct. Unintentional or inadvertent conduct, reflexive conduct or conduct taken in the reasonable belief of self-defense or invitation, or conduct by a student with a recognized disability which affects their ability to control their actions, are not included. Even if provoked, persisting in such contact when a reasonable opportunity to stop is available, shall be included.

12. **Intimidation** – To frighten or make ~~timid another student~~ another student timid by threats, or other aggressive actions or language.
13. **Misuse of the Internet** – Obtaining access to the Internet intentionally and without proper authorization or misuse of the Internet which can be viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, discrimination, harassment, inappropriate language, violation of Board policy or administrative guidelines or any violation of local, state or federal laws relating to use of the Internet. (Policies 237, 252)
14. **Physical Assault** – (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; (2) negligently causes bodily injury to another with a deadly weapon; (3) attempts by physical menace to put another in fear of imminent serious bodily harm; or (4) any offense prohibited by Chapter 27, "Assault" of the Pennsylvania Crimes Code (18 Pa. C.S.A. § 2701 et seq; and as may hereafter be amended).
15. **Replica Weapon** - a device or object that is a facsimile or toy version of, or reasonably appears to be a weapon. This may include, but is not limited to air guns, BB guns, and pellet guns. (Policy 218.1)
16. **School Personnel** - Any School Board member, school employee, agent, volunteer, contractor or other person subject to the supervision and control of the district.
17. **Sexual Assault** - Sexual offenses as defined in Chapter 31 of the Pennsylvania Crimes Code.
18. **Student Integrity** – A violation of the student integrity policy (Board Policy 218.3), which includes academic dishonesty and plagiarism, in accordance with the definitions in Policy 218.3.
19. **Technology** -
 - a. **Personal Technology Devices** (personal technology) - shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data not owned by the district. These include, but are not limited to, such devices as cellular telephones, smartphones, handheld computers, laptop computers, tablet computers, digital musical players, including without limitation iPods and MP3 players, and still and video cameras and wearable technologies including without limitation smart watches, smart glasses, or earbuds.
 - b. **District technology devices** (district technology) shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data, that is owned by the district and loaned to students for academic purposes. These include, but are not limited to, such devices as handheld computers, tablet computers, laptop computers, and still and video cameras.
20. **Terroristic Threats** – A threat communicated either directly or indirectly to commit any crime of violence with the intent to: terrorize another; cause evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror, or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. (Policy 218.2)
21. **Theft** – Withholding property of another permanently or for such an extended period as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make unlikely that the owner will recover it; or any offense prohibited by Chapter 39, "Theft and Related Offenses" of the Pennsylvania Crime Code (18 Pa. C.S.A. § 3901 et seq. and as may hereafter be amended).
22. **Title IX Sexual Harassment** - Title IX Sexual Harassment is defined in accordance with the definitions in Policy 103.
23. **Smoking, Tobacco, and Vaping Products** – Tobacco products encompasses not only tobacco but also vaping products including electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this

policy and in accordance with state law, shall be defined to include the following:

- a. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
- b. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
- c. Any product containing, made or derived from either:
 - i. Tobacco, whether in its natural or synthetic form; or
 - ii. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
- d. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.
- e. Student smoking of any non-tobacco products or the possession of non-tobacco products in a form in which they may be smoked, including but not limited to non-tobacco cigarettes, cigars and little cigars (collectively "non-tobacco products") is prohibited and may be addressed under Board Policy 222 or 227 and their administrative guidelines depending on the nature of the substance.

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

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

26. **Weapons** – The term shall include, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury. Students are prohibited from possessing and bringing weapons and replica weapons into any district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity or while the student is coming to or from school. (See Board Policy 218.1).

SPECIAL NOTES:

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

A district or technical college high school shall expel for a period of not less than one (1) year, any student who is determined to have brought a weapon or replica weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Any firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Incidents of students possessing weapons or replica weapons will be reported to law enforcement. Appropriate disciplinary and legal action will be taken against students who possess weapons or replica weapons. However, weapons under the control of law enforcement personnel are permitted. The Superintendent or designee may authorize other persons to possess weapons in school buildings. The Superintendent or designee may prescribe special conditions or procedures to be followed before giving such authority.

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

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



Book	Policy Manual
Section	200 Students
Title	Search Procedures by Staff
Code	226
Status	Second Reading
Adopted	August 1, 2015
Last Revised	May 28, 2025
Prior Revised Dates	7/24/2023; 6/24/2024

PurposePURPOSE

To maintain order and discipline in schools, and to protect the safety and welfare of students and school personnel, the Board reserves the right to authorize school officials to search students' persons, personal effects, lockers, automobiles and/or school property in certain circumstances, and may seize any illegal or unauthorized materials discovered during the search.[\[1\]](#)[\[2\]](#)

AuthorityAUTHORITY

It is prohibited for any student while at school, to possess illegal materials on their person, in their personal effects, in their locker, or their automobile, or to use in any manner, or to sell any substance, item, or device, the use, possession, or sale of which is a violation of federal, state or local law, or district policy or administrative guidelines, or constitutes a threat to the health, safety, welfare or good order of the occupants of the school building, the school building itself, or the district.[\[2\]](#)

Parents/Guardians and students shall be notified at least annually or more often, if deemed appropriate, of the contents of the search policy.[\[1\]](#)

All school personnel shall cooperate in every manner possible in carrying out this policy.

Delegation of ResponsibilityDELEGATION OF RESPONSIBILITY

The Superintendent or designee may develop administrative guidelines to implement this policy.

DefinitionDEFINITION

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

GuidelinesGUIDELINES

General Search Procedures

Any building administrator, teacher, or other district employee, who reasonably suspects that a student has in their possession on the school property, or sells or uses on the school property any illegal material, shall proceed as follows:

1. The matter or incident should be referred immediately to the building principal with an explanation of what facts led to the conclusion that the student possesses, uses or sells illegal material.
2. The building principal or designee shall then discuss with the student privately the facts as related to the building principal and ask the student to consent to a search of their person, personal effects, locker, and/or automobile. Notwithstanding the foregoing, where there is reasonable suspicion that the item to be searched contains materials that pose a threat to the health, safety or welfare of students, such items may be searched without prior notice to the student.
3. Failure to comply with a search when the building principal or designee has reasonable suspicion to search shall be ~~considered to be possession of the illegal material~~ a Level 3 offense and be subject to disciplinary action consistent with Board policy and administrative guidelines for ~~possession of the illegal material~~ a Level 3 offense.
4. Any search conducted shall be reasonably related in scope to the circumstances which justified the search at its inception.
5. When a search is made of a student's person, personal effects, locker, and/or automobile, at least one (1) other teacher or school official shall be present in addition to the building principal or designee. Except in emergency situations, reasonable steps should be taken to ensure the student is given an opportunity to be present during the search.[\[1\]](#)
6. If illegal material is found, it should be confiscated, marked in some identifying manner in the presence of the student, if possible, and with at least one (1) other teacher and/or administrator present, and then held in a secure place.
7. The building principal or designee shall be responsible for the safekeeping and proper disposal of any illegal material found.
8. The building principal or designee shall be responsible for the prompt recording, in writing, of each search; such record shall include the:
 - a. Reasons for the search;
 - b. Persons present;
 - c. Objects found; and
 - d. Disposition of illegal materials found.
9. Confiscated illegal materials may be used against the student in school disciplinary proceedings.[\[1\]](#)
10. If illegal material is found, the appropriate law enforcement agency shall be contacted.
11. Illegal material shall be turned over to the appropriate law enforcement agency for further investigation and proceedings.

School officials may conduct periodic blanket searches of school property, without individualized suspicion of any particular student, where school officials are able to articulate evidence of a substantial problem threatening the welfare or safety of the school as a whole, and that blanket searches may help eliminate that problem.

Personal Searches

A student's person and/or personal effects (e.g. purse, bookbag, etc.) may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal materials.

Consistent with this policy, the Board authorizes district personnel to conduct a personal search at any time for the purpose of determining whether the student is in possession of illegal materials.

If a pat down search of student's person is conducted, it will be conducted privately by a school official of the same sex, and with an adult witness of the same sex present.

Strip searches or searches that involve the removal of clothing other than jackets, outerwear, hats, etc. shall not occur without consultation with the Superintendent or designee.

Where reasonable suspicion exists that a student's personally owned cell phone or other personally owned electronic device or data or activity contained on the phone/device or any application therein contains evidence of a violation of federal, state or local law, or district policy or administrative guidelines, school officials may seize the student's personally owned cell phone or device, but shall not conduct any further search or inspection of the phone/device or its contents. Law enforcement shall be contacted in order to conduct any search or inspection permitted by law that is deemed appropriate under the circumstances. Consistent with Board policy and administrative guidelines, all district-owned devices and accounts are and remain property of the district and students have no expectation of privacy on those devices and accounts.

Locker Searches

All lockers are and shall remain the property of the district. Students shall have no expectations of privacy in their lockers.

In order to have use of a school locker, students shall be required to sign a waiver authorizing the building principal or designee to search the interior of the student's locker.

Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for illegal materials.

The Board authorizes district personnel to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of illegal materials.

Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of the student's locker create an emergency, the building principal or designee may open the locker as soon as is necessary to properly discharge their duty to protect the persons and property within the school building. [\[1\]](#)

Other than as provided as to dog or blanket searches, all requests for the search of a student's locker coming from law enforcement personnel shall be directed to the building principal or designee, who shall open a student's locker on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.

Automobile Search

School parking lots are owned by the district and the district exercises exclusive control over its parking lots. Use of the parking lots is a privilege, not a right.

Students have no expectation of privacy regarding items placed in their vehicles in the parking lot.

The parking lot may be subject to routine patrols and inspections of the exterior of vehicles and visual inspection of those items within the vehicles which are in plain view and visible through the windows of the vehicle while on school property. Routine patrols may be conducted by district personnel or dogs.

Interiors of vehicles may be searched whenever a school authority has reasonable suspicion to believe that illegal materials are contained therein.

Patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Use of Dogs for Searches

It shall be the policy of the district to permit district personnel to conduct blanket searches of the school property with professionally trained handlers and dogs for the purposes of detecting illegal materials.

Parents/Guardians and students are hereby notified of this policy through its inclusion in the Student Discipline & Records Policy Handbook. Once this notification has been given, the district has met its obligation to advertise the searches. Additional notice need not be given and actual times or dates of planned searches need not be released in advance.

District personnel shall authorize the search and have a designee on hand while the search is taking place.

All school property including, but not limited to, lockers, classrooms, storage areas, and parking lots may be searched. Individual(s) will not be subjected to a search by dogs.

Use of Passive, Non-Invasive Breath Tests

At the discretion of the district, at certain non-compulsory district-sponsored or related events, including events conducted on or away from district property, all students may be subjected to a passive, non-invasive breath test as a condition of attendance.

Refusal to submit to a passive, non-invasive breath test will be considered to be a positive test and the student will be disciplined in accordance with Board policy and administrative guidelines.[3]

Legal

[1. 22 PA Code 12.14](#)

[2. 24 P.S. 510](#)

3. Pol. 218

[PA Const. Art. I Sec. 8](#)

[U.S. Const. Amend. IV](#)

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

Pol. 218.1

Pol. 223

Pol. 227

Pol. 805.1



Book	Policy Manual
Section	200 Students
Title	Use of Personal and District Technology Devices
Code	237
Status	Second Reading
Adopted	August 1, 2015
Last Revised	May 28, 2025
Prior Revised Dates	8/24/2020; 7/25/2022; 7/22/2024

Purpose

In consideration of the recent proliferation and extensive utilization of both personal and district technology devices, the district recognizes the need to establish guidelines for the use of such so as not to disrupt the primary function of the schools.

Definitions

Personal technology devices (personal technology) shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data, not owned by the district. These include, but are not limited to, such devices as:

1. Cellular telephones and smartphones.
2. Handheld, tablet, and laptop computers.
3. Digital music players, including without limitation iPods and MP3 players.
4. Still and video cameras.
5. Wearable technologies including without limitation smart watches, smart glasses, or earbuds.

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

1. Handheld, tablet, and laptop computers.
2. Still and video cameras.

Network shall be defined as the group of interconnected computer systems, both wired and wireless, owned and used by the district in order to share analog and digital information, both voice and data, and access technology and the Internet.

Authority

The Board prohibits use of personal technology by students during the school day in district buildings; on district property; on district buses and vehicles, and during the time students are under the supervision of the district (collectively "on-campus"); unless use is permitted under the guidelines of this policy. Further, the Board prohibits use of personal and district technology in locker rooms, athletic training rooms, bathrooms, health suites, and other changing areas at any time, unless use is permitted under the guidelines of this policy.^[1]

The Board prohibits possession of laser pointers and attachments by students in district buildings; on district property; on district buses and vehicles during the time students are under the supervision of the district; and at school-sponsored activities.

Electronic Images and Photographs/Recordings

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of bullying, obscene, pornographic, lewd, or otherwise illegal videos, images, or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing on both personal and district technology.

Personal and district technology devices that have the capability to take photographs or to record audio or video shall not be used for such purposes while in district buildings, on district property, on district buses and vehicles while under district supervision, or while a student is engaged in district-sponsored activities unless expressly authorized in advance by the building principal or designee.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

In addition to applying to students when they are on campus, this policy shall also apply to student conduct that occurs at other times and places ("off-campus") when:[2]

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;
4. The conduct involves the theft or vandalism of school property; or
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate this policy or the Code of Student Conduct/Disciplinary Action Schedule if it occurred in school and that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

Guidelines

The district may monitor the use of all personal and district technology during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district and at school-sponsored activities and, if connected to the network, monitor user conduct and log network utilization which may include deep packet inspection. The district reserves the right, in its sole discretion, to inspect, copy, store, remove, or otherwise alter any data, file, or system resources, encrypted or unencrypted, which may undermine authorized use of the network or the Internet.

In addition, the use of personal and district technology shall not violate local, state, or federal law, or district policies and administrative guidelines, including but not limited to policies regarding Internet safety and acceptable use or discipline.[2][3]

If an electronic device utilizes the district's internet connection, the district's Acceptable Use Policy applies and is incorporated herein by reference.[3]

Devices With Cellular or Satellite Connectivity

Students shall not use cellular or satellite connectivity except when permission is granted by the building administrator for the following reasons:

1. Health, safety, or emergency reasons.
2. An individualized education program (IEP).[4]
3. Classroom or instructional-related activities, as outlined in this policy.
4. Other reasons determined appropriate by the building principal.

Devices Without Cellular or Satellite Connectivity Including but not Limited to Tablet and Mobile Computers, Digital Music Players and Still and Video Cameras

Personal technology, such as laptop, tablet, and mobile computers, digital music players and still and video cameras brought to school shall be restricted to classroom or instructional-related activities and its use shall follow all district policies and administrative guidelines and shall not be used in a manner that causes a disruption of school activities.

Personal technology may be connected to the network, including access to the Internet, under the following conditions:

1. The student shall follow the process defined by the ~~Department of~~ Technology **Department** for connecting personal technology to the district network and will not transfer or loan the technology for use by other students.
2. The district retains the right to determine where and when personal technology may access the network.
3. The district and district devices have preferred access to the network and all network devices.
4. As applicable, all personal technology should be running up-to-date virus detection software and operating system critical updates prior to accessing the network. The district at its sole discretion may deny network access to any device that it deems an unacceptable risk to network security.
5. Software residing on personal technology must be personally owned or currently licensed. The student must be able to provide evidence of proper licensing for all software installed.

on the personal technology when requested.

6. District-owned software or resources may not be installed on personal technology unless designated by the ~~Office of Technology~~ Department or other written permission from the district.
7. Any software or application that degrades network performance, that consumes resources and/or bandwidth, or that is prohibited by district technology guidelines must not be used while connected to the network. This may include instant messaging, an ISP client, file sharing, streaming applications, and any software identified as a threat to district computer security.
8. Installation of a network device such as a personal wireless access point, router, hub or switch is prohibited.
9. Users may not create, implement or host their own servers or services while using personal or district technology at any time.
10. Users may not run software or take any actions that evade or interfere with the district's ability to monitor network use, scanning or reconnaissance or have the ability to hack into or in any way access private and/or confidential district or other third party resources or information.
11. File storage on the network or a district-provided Internet resource is limited to schoolwork only.
12. The district is not responsible for providing or loaning any equipment, cabling, or software needed to connect a personal device to the network or technology resources. The district will provide no technical support for personal technology.
13. The Director of Technology, Superintendent, or designee has the right to deny the connection of personal technology to the network for any reason. Personal technology may be removed from the district network at any time and for any reason on the recommendation of personnel listed above.

Students shall be responsible for following district rules pertaining to electronic images, videos, and photographs, as outlined in this policy.

Delegation of Responsibility

The district shall not be liable for the loss, damage, or misuse of any personal technology brought to school by a student or the inadvertent loss of data or interference with files for any reason.

The user of personal technology shall, at the discretion of the district, bear the costs of ensuring compliance with this policy.

Responsibility for the maintenance and repair of personal technology rests solely with the student.

Violations of this policy by a student may result in disciplinary action, up to and including expulsion and confiscation and analysis of personal or district technology by school personnel or designee and/or transfer of personal and district technology to law enforcement agencies.[2][5][6]

The ~~Department of Technology~~ Department will promulgate procedures regarding the implementation of this policy. The district and school personnel will support the expectations and responsibilities outlined in this policy and will work cooperatively with the ~~Office of Technology~~

Department to ensure network and data security.

The Superintendent or designee shall annually notify students, parents/guardians, and employees about this policy.

The Superintendent or designee may develop administrative guidelines to implement this policy.

Legal

[1. 24 P.S. 510](#)

2. Pol. 218

3. Pol. 252

4. Pol. 113

5. Pol. 226

6. Pol. 233

Pol. 103.1

Pol. 235



Book	Policy Manual
Section	200 Students
Title	Student Wellness
Code	246
Status	Second Reading
Adopted	August 1, 2015
Last Revised	July 22, 2024
Prior Revised Dates	7/22/2019

Purpose

The West Chester Area School District is committed to providing school environments that promote and protect student's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it shall be the policy of the district that:

1. The district will engage students, parents/guardians, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity practices which impact students, families, and staff.
2. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
3. All students will have access, at reasonable cost, to foods and beverages that meet the established nutrition guidelines.
4. Administrative guidelines will reflect an incremental implementation of federal, state and professional recommendations regarding nutrition and physical activity.

Authority

The Board adopts this policy based on the recommendations of the appointed district Wellness Advisory Council and in accordance with federal and state laws.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Superintendent or designee, in coordination with the district Wellness Advisory Council and each building principal, shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies, and established guidelines or administrative guidelines.[\[1\]](#)[\[2\]](#)

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in the school.[2]

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

The Superintendent or designee and the established Wellness Committees shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of the continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public. This assessment shall include the extent to which the district is in compliance with law and policies relating to school wellness, the extent to which this policy compares to model wellness policies and the progress made by the district in attaining the goals of this policy.[1][2]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy.[1][2]

Guidelines

District Wellness Advisory Council and School Wellness Committees

The district Wellness Advisory Council will develop Board policy, monitor implementation and evaluate effectiveness of district wellness practices. The Council will make recommendations for revision of the policy and established administrative guidelines as needed, and will provide resources and support to school wellness committees. The district Wellness Advisory Council will be comprised of representatives of all stakeholder groups including:[1]

1. Parents/Guardians.
2. Students.
3. Physical education teachers.
4. General public members.
5. Health care professionals.
6. District food service representative.
7. Central office and building level administrators.
8. Board members – member of the ~~Pupil Services~~ Teaching, Learning & Equity Committee.

The district shall be required to permit physical education teachers and school health professionals to participate on the district Wellness Advisory Council.[1]

Each individual school will have a Wellness Committee using evidence-based strategies and techniques to establish goals and monitor and, as necessary, revise school-wide nutrition and physical activity practices.

Each school Wellness Committee will include: parents/guardians, students, teachers, a representative of the school food service, a school administrator, and the school nurse.

The Wellness Committee also will serve as a resource to school sites for implementing building health and wellness practices.

Communication With Parents/Guardians

District schools will support parents'/guardians' efforts to provide healthy diets and daily physical activities for their students by providing information and educational opportunities for parents/guardians.

Schools will encourage parents/guardians to pack healthy lunches and snacks and to refrain from including beverages and food that do not meet the established nutrition standards and guidelines.

Physical Education Goals

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided. A sequential physical education program that is consistent with State Board of Education curriculum regulations and Health, Safety, and Physical Education academic standards shall be developed and implemented. All students shall be required to take physical education. Physicians will be asked to provide recommendations for alternate physical activities when excusing students from regular physical education. More opportunities for personalized physical activity goals in smaller group settings will be provided.[3][4][5]

Nutrition Education and Promotion Goals

The district aims to teach, encourage, and support healthy eating by students. Each school will provide nutrition education and engage in nutrition promotion that:

1. Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.
2. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise).
3. Includes materials and resources for teachers and other staff, utilizing available community resources when available.
4. District staff will cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.
5. At the building level, nutrition and wellness activities will take place. The PTO/HSA may be involved in supporting the activities.
6. Nutrition lesson plans to teach behavior-focused skills which may include menu planning, reading nutrition labels and media awareness.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety, and Physical Education, and Family and Consumer Sciences.[4][5][6]

Physical Activity at School Goals

District schools shall strive to provide opportunities for physical activity and/or movement during the school day for all students. That time will include physical activity outside the school environment such as: outdoor play at home, sports, and activities within school including recess and physical activity during lunch, intramurals, clubs, and interscholastic activities. Physical activity will not be withheld as a punishment.

Other School Based Wellness Activities Goals

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods, and throughout the school day.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district will support efforts of parents/guardians to provide a healthy diet and daily exercise for students by communicating relevant information through various methods.

Nutrition Standards/Guidelines Goals

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

Foods provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[\[7\]](#)[\[8\]](#)[\[11\]](#)[\[12\]](#)

The healthy food options at after-school events will be increased and the amount of food waste with National School Lunches will be decreased.

Beverage Standards for Both Food Service and Individually Sold Drinks for High School Only

- Portion Size: No limit on water, twenty (20) fluid ounce maximum size on other beverages.
- Not Allowed: Soda.

Food Standards for High School

- Will have no more than thirty-five percent (35%) of calories from fat (excluding nuts, seeds, nut butters and cheeses).
- Will have less than ten percent (10%) of calories from saturated fats.

Of the first three (3) listed ingredients, no more than two (2) should be added sugars (excludes those naturally occurring in fruits and dairy products).

Competitive Foods

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[\[2\]](#)[\[13\]](#)[\[14\]](#)

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[\[2\]](#)[\[13\]](#)

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[\[2\]](#)[\[13\]](#)

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[\[13\]](#)

Fundraiser Exemptions

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative guidelines.[15]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[13]

The district shall establish administrative guidelines to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:

- a. Foods and beverages shall not be used as a reward or incentive in district schools unless it meets or supersedes the Smart Snacks nutritional guidelines. Food that doesn't meet the Smart Snacks nutritional guidelines is permitted if it is part of the curriculum. Food is also permitted when deemed needed as part of an IEP or 504 plan.

2. Classroom Parties and Celebrations:

- a. School/Classroom parties/celebrations with food/beverages shall be limited to no more than three (3) per school year. At each event at least one (1) fruit and vegetable will be offered. A maximum of one (1) sweet and one (1) salty snack will be offered. All packaged foods must be labeled with the ingredients and nutritional information. There are no restrictions on fruits and vegetables offered.
- b. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties/celebrations.

3. Shared Classroom Snacks:

- a. Shared classroom snacks are not permitted in district schools except if it is part of the curriculum.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbook, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative guidelines.[2][13]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[16]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative guidelines to address food allergy management in district schools.[17]

Legal

- [1. 42 U.S.C. 1758b](#)
- [2. 7 CFR 210.31](#)
- [3. 24 P.S. 1512.1](#)
4. Pol. 102
5. Pol. 105
- [6. 24 P.S. 1513](#)
- [7. 7 CFR 210.10](#)
- [8. 7 CFR 220.8](#)
- [9. 24 P.S. 701](#)
- [10. 24 P.S. 742](#)
- [11. 42 U.S.C. 1751 et seq](#)
- [12. 42 U.S.C. 1773](#)
- [13. 7 CFR 210.11](#)
- [14. 7 CFR 220.12](#)
15. Pol. 229
- [16. 24 P.S. 504.1](#)
17. Pol. 209.1
- [24 P.S. 1337.1](#)
- [24 P.S. 1422](#)
- [24 P.S. 1422.3](#)
- [7 CFR Part 210](#)
- [7 CFR Part 220](#)
- [P.L. 111-296](#)
- Pol. 103
- Pol. 103.1
- Pol. 808



Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325AG1
Status	Second Reading

DRESS CODE

GENERAL STANDARDS

This administrative guideline is applicable to all administrators, teachers, support professionals, professional substitutes, and office personnel, except for Facilities and Operations employees ("staff"). The dress code for Facilities and Operations employees is governed by other Board administrative guidelines.

1. Dress and appearance shall be professional, clean, neat, and well-maintained
2. Apparel shall be free of tears, holes, and/or stains.
3. Apparel shall be appropriate to permit the staff member to perform their job duties.
4. Staff may be directed to wear certain types of clothing when special attire is required to ensure the health and safety of the staff.
5. Nurses and MDS staff members assigned to work with medically fragile students are encouraged to dress in clothing that is comfortable, durable, easy to clean, and allows for a full range of movement (e.g., bending, lifting, assisting students). Scrubs may be worn.
6. Attire, including accessories, promoting, depicting or relating to drugs, alcohol, tobacco or vaping is not permitted. Attire depicting or advocating violence or bearing sexually explicit, obscene or profane messages or images is also not permitted.
7. Clothing shall cover all undergarments. No undergarments shall be visible. Clothing shall not be see-through.
8. The Superintendent or designee may choose prescribe special dress codes for special events such as, spirit days, field trips, dances or commencement throughout the year.

TOPS

Acceptable:

1. Blouses, collared shirts, golf shirts, quarter-zips, sweaters, fitted t-shirts that can be worn as a first layer or worn underneath a sweater or jacket, and school/district-specific t-shirts, hoodies, and sweatshirts.

Not Acceptable:

1. Non-school/district-specific t-shirts, hoodies, and sweatshirts.
2. Tank tops.
3. Tops that do not provide full coverage of the chest and torso (including midriff), including when bending or reaching.

TOPS, FOR SPIRIT DAYS

Acceptable:

1. Tops which are acceptable for non-spirit days.
2. Non-school/district-specific t-shirts, hoodies, and sweatshirts may be worn if they are consistent with spirit day theme and not disruptive to the educational environment.

Not Acceptable:

1. Tank tops.
2. Tops that do not provide full coverage of the chest and torso (including midriff), including when bending or reaching.

BOTTOMS**Acceptable:**

1. Dress pants, khaki pants, jeans, capris, skirts, dresses, and leggings with long tunic tops, sweaters, and/or dresses.

Not Acceptable:

1. Tops worn with legging, dresses or skirts which are shorter than mid-thigh (halfway between the knee and top of leg).
2. Workout clothing, lounge wear and shorts. Staff assigned to teach PE or where approved by the building administrator or human resources ("HR") may wear shorts which are no shorter in length than mid-thigh.

FOOTWEAR**Acceptable:**

1. Dress shoes, flats, loafers, boots, dress sandals, and sneakers.
2. Shoes shall be worn at all times.
3. When construction is occurring in buildings to which staff is assigned, staff must wear closed-toe shoes.

Not Acceptable:

1. Flip-flops, slippers, and athletic slides.

ACCESSORIES

1. Hats, hoods, and head coverings are not permitted indoors, unless for religious or medical reasons.
2. Masks are permitted when used for medical concerns.

ACCOMMODATIONS

1. Reasonable accommodations will be made for religious, medical, or disability reasons. Requests for reasonable accommodations shall be submitted to HR with required documentation.

PROFESSIONAL RESPONSIBILITY

1. For staff failing to adhere to these requirements, initial concerns will be addressed directly by building administration.
2. Ongoing non-compliance will be addressed through the progressive discipline process with the building administrator and HR.



Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming - Facilities and Operations Employees
Code	325AG2
Status	Second Reading

DRESS CODE – FACILITIES AND OPERATIONS EMPLOYEES

PURPOSE

1. To ensure staff maintain a positive professional image
2. To enable easy identification for our customers
3. To ensure staff wear appropriate and safe clothing at work

DRESS CODE REQUIREMENTS

The District believes that the appearance of its employees is an indicator of professionalism. The following dress procedures shall apply to all Facilities and Operations employees.

Identification Badges

1. I.D. badges and uniform shirts must be worn at all times.

Appropriate Apparel

1. Approved shirts that have the official District logo and employees name on them. Color selection is either grey or navy blue.
2. Shorts are allowed April 1 -- Oct 31. Shorts are not allowed for Management Team when school is in session.
3. Closed-toe shoes will be worn at all times. Safety toe shoes are required when job tasks are deemed hazardous.

Inappropriate Apparel

1. No clothing or apparel will have inappropriate slogans, words, pictures, alcohol/tobacco advertisements, etc.
2. No tank tops or tops that show midriff or cleavage, no see-through tops, and no sleeveless shirts.
3. District uniforms may not be altered.
4. No sweat, stretch, athletic pants or shorts may be worn when school is in session.
5. Pants must not be lower than the top of the hip.
6. Undergarments must never be exposed.
7. Shorts must extend to 1" above or below the knee, no cut off shorts or gym shorts.
8. No clothing which is torn, has holes, soiled, stained, odorous or excessively wrinkled.

The Progressive Discipline Policy will apply when failure to comply with these requirements.

ISSUANCE OF APPAREL

1. Up to three (3) replacement shirts will be provided per year, as needed, and \$100 annual stipend can be used to purchase additional approved apparel. Approved apparel can be purchased by employee at any time.
2. Used uniform shirts must be returned when ordering new shirts and when employee leaves the District.
3. Safety shoes will be provided when requested and the cost will be applied to the stipend. If safety shoes are provided, it will be considered a punishable offense if these shoes are not worn during working hours.
4. Management will facilitate the purchase of shirts and apparel, and account for the uniform stipend.

UNIFORM DRESS CODE COMMITTEE

Periodically, a committee of employees of Facilities and Operations will be convened to evaluate and make recommendations to change the dress code and procedures.



Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management
Code	716
Status	Second Reading
Adopted	August 1, 2015
Last Revised	May 28, 2025

PurposePURPOSE

The district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property, and the environment.

DefinitionsDEFINITIONS

Integrated Pest Management (IPM) is the coordinated managed use of pest and environmental information to design and implement combined pest control methods that are economically, environmentally, and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) alternatives, including cultural, mechanical, biological and chemical to most effectively or more strategies reduce to achieve long term solutions acceptable levels damage caused by pests.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks.^[1]

AuthorityAUTHORITY

The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness, and costs.^{[2][3]}

The Board shall adopt an Integrated Pest Management IPM Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.^{[1][3]}

Delegation of ResponsibilityDELEGATION OF RESPONSIBILITY

The Superintendent or designee shall designate an employee to serve facilitate as IPM Coordinator for the district. The designated employee will be referred to as the district's IPM Coordinator or as otherwise specified at the district.

The IPM Coordinator shall be responsible to implement the ~~Integrated Pest Management~~ IPM Plan and to coordinate communications between the district and the approved contractor.

The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.^[4]

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public upon request.^[4]

Appropriate personnel involved in making decisions relative to pest management shall participate in ~~update~~ periodic training, as needed.

The Director of Facilities and Operations or designee may develop administrative guidelines to implement this policy.

~~Guidelines~~ GUIDELINES

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

When pesticide applications are scheduled in ~~school~~ for district buildings and ~~on school~~ grounds, the district shall provide notification at least seventy-two (72) hours in advance in accordance with law, including:^[4]

1. Posting a pest control sign in an appropriate area, at the place to be treated. The sign shall remain in place at least two (2) days following each planned treatment.
2. Providing the pest control information sheet to all individuals working in the affected school building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.^[4]

Legal

[1. 24 P.S. 772.1](#)

[2. 3 P.S. 111.21 et seq](#)

[3. 7 PA Code 128.1 et seq](#)

[4. 24 P.S. 772.2](#)

[7 U.S.C. 136 et seq](#)