
Pennsylvania Department of Education



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333

Chapter 12 Student Services Plan

September 25, 2006

Entity: Bermudian Springs SD

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Special Education

113. SPECIAL EDUCATION	
<p>1. Purpose Title 22 Sec. 4.28 Title 22 Sec. 14.102</p>	<p>Each student with a disability who is a resident of the district shall be provided quality education programs and services that meet the student’s needs for educational, instructional, transitional and related services. The special education program shall be designed to comply with law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.</p>
<p>2. Definition Title 22 Sec. 14.101 34 CFR 300.7</p>	<p>Students with disabilities who are provided special education programs by the district shall include all resident children who meet the criteria defined by law.</p>
<p>3. Authority 20 U.S.C. Sec. 1400 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq Title 22 Sec. 14.101 et seq SC 1372</p>	<p>The Board directs that all resident students with disabilities shall be identified, evaluated, and provided with appropriate educational services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parental notification.</p>
<p>Title 22 Sec. 14.104 Pol. 100</p>	<p>The district’s special education plan shall include procedures for identifying and educating students with disabilities and shall be aligned with the Strategic Plan adopted by the Board.</p> <p>The Board shall determine the facilities, programs, services and staff that will be provided by the district for the instruction of students with disabilities.</p>
<p>Title 22 Sec. 14.104</p>	<p>In order to maintain an effective special education plan, the Board may participate in special education programs of Lincoln Intermediate Unit No.</p>

<p>Pol. 113.1</p>	<ul style="list-style-type: none">• Behavior support.• Educational placement.• Disciplinary placements.• Facilities.• Early intervention.• Procedural safeguards.• Confidentiality of information. <p>References:</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq</p> <p>Rehabilitation Act of 1973, Sec. 504 – 29 U.S.C. Sec. 794</p> <p>Individuals With Disabilities Education Act Federal Regulation Part 300</p> <p>School Code – 24 P.S. Sec. 1372</p> <p>State Board of Education Regulations – 22 PA Code Sec. 14.101 et seq</p>
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Attendance

<p>11.23, 11.28 SC 1327, 1329 Pol. 115, 117, 118</p>	<p>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.</p>
<p>Title 22 Sec 11.21</p>	<p>All absences occasioned by observance of the student's religion on a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The principal shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the principal of the child's attendance record. The district shall not provide transportation to religious instruction.</p>
<p>SC 1329</p>	<p>The principal shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The principal will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, urgent reasons, and authorized school activities. A written request from the parent/guardian shall be required.</p>
<p>SC 1330</p>	<p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p> <ul style="list-style-type: none"> • 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.
<p>Title 22 Sec. 11.5, 11.32</p>	<ul style="list-style-type: none"> • Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district.
<p>SC 1327</p>	<ul style="list-style-type: none"> • Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
<p>SC 1330</p>	<ul style="list-style-type: none"> • Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.

<p>SC 1330 Title 22 Sec. 11.28</p>	<ul style="list-style-type: none"> • Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
<p>Title 22 Sec. 11.22</p>	<p>The Board may excuse the following students from the requirements of attendance at district schools:</p>
<p>Title 22 Sec. 11.34</p>	<p>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.</p>
<p>SC 1327</p>	<p>Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.</p>
<p>SC 1327</p>	<p>Students enrolled in special schools conducted by Lincoln Intermediate Unit 12 or the Department of Education.</p>
<p>SC 1332, 1333</p>	<p><u>Truancy</u></p>
<p>SC 1332, 1333</p>	<p>Students absent from school without knowledge or permission of parents/guardians or school authorities shall be considered to be truant.</p>
<p>SC 1332, 1333</p>	<p>A student who has been truant shall have the absence marked unexcused, and s/he shall be subject to disciplinary action.</p>
<p>SC 1332, 1333</p>	<p><u>Unexcused Absences</u></p>
<p>SC 1332, 1333</p>	<p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>SC 1332, 1333</p>	<p>Students seventeen (17) years of age or over who accumulate three (3) days of unexcused absence shall receive a written notification that the next unexcused absence shall result in a temporary suspension. Reinstatement will be permitted only after a conference is conducted between the parents/guardians, student, and high school administration.</p>

<p>SC 1318</p>	<p>Unexcused absences that occur after the student returns to school shall result in a full suspension, with reinstatement permitted only after a conference between the parents/guardians, student, high school administration, and Superintendent.</p> <p>Additional unexcused absences shall result in the student being referred to the School Board for possible expulsion from school.</p> <p>Notification of each violation listed above shall be made to the student and his/her parents/guardians by a certified letter.</p> <p><u>Make Up Work</u></p> <p>Students shall be given the opportunity to make up work for excused absences and unexcused absences, up to and including the absence for which a First Offense Notice is issued. Thereafter, students shall not be allowed to make up work for unexcused absences.</p>
<p>Title 22 Sec. 11.26</p>	<p><u>Family Educational Trips</u></p> <p>The school district recognizes the value of families traveling together and understands that such trips cannot always be scheduled around the school calendar. It also is recognized that the objectives of the school curriculum cannot easily be met if students are absent from school, regardless of the merits of such absence. For these reasons, guidelines have been established and shall be followed.</p> <p>To qualify as a family educational trip, the trip must involve more than two (2) days away from home and must be supervised by a parent/guardian or other adult family member.</p> <p>The principal may approve family educational trips that do not exceed a maximum of seven (7) school days in any school year for each student. Trips that exceed seven (7) school days per year shall require the approval of the Superintendent.</p> <p>Students shall be permitted to take family educational trips and receive excused absences, provided that the parents/guardians comply with policy and program requirements. Students shall be responsible for all classwork missed during the absence.</p> <p>A Family Trip Form must be completed no later than one (1) full week prior to the first date of absence. Neglecting to gain prior approval shall result in the recording of those absences as unexcused for the days absent from school.</p> <p>Prior to the beginning of the trip, the student shall be responsible to obtain his/her assignments from appropriate teachers.</p>

<p>SC 510, 1318</p>	<p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546</p> <p>State Board of Education Regulations – Title 22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.11, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41</p> <p>Board Policy – 115, 117, 118, 200</p>
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Pregnant Students

<p>1. Purpose SC 1326</p>	<p style="text-align: center;">234. PREGNANT STUDENTS</p> <p>No student, whether married or unmarried, who is eligible to attend district schools shall be denied an educational program solely because of pregnancy, childbirth,</p>
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<p>Title 22 Sec. 12.1</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>4. Delegation of Responsibility</p> <p>School Code 1326</p> <p>PA Code Title 22 Sec. 12.1</p>	<p>pregnancy-related disabilities, or actual or potential parenthood; nor shall a pregnant student under the age of seventeen (17) be excused from the requirements of compulsory attendance solely for reasons of pregnancy or maternity.</p> <p>The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or designee her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.</p> <p>A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a physician, may be assigned to an alternate educational program.</p> <p>A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so.</p> <p>The Superintendent or designee shall develop procedures for implementing this policy which include:</p> <ul style="list-style-type: none"> • Offering counseling services to help the pregnant student plan her future. • Cooperation with community resources to assist the pregnant student. • Development of a curriculum for the alternate educational program to which the pregnant student may be assigned on her request. • Designation of a qualified staff member to act upon the physician's statement regarding the examination and health of a pregnant student.
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Discipline

<p>1. Purpose</p>	<p>218. STUDENT DISCIPLINE</p>
	<p>All students enrolled in the Bermudian Springs School District shall be expected to conduct themselves in accordance with the rules of the district and the individual schools. Such rules require proper conduct, regular attendance, acceptable quality of scholarship, good relations with others, and acceptable standards of dress and grooming. It is also expected that parents will cooperate with school authorities in helping students maintain such conduct.</p>

<p>2. Authority SC 510 Title 22 Sec. 12.3</p> <p>Title 22 Sec. 12.3</p> <p>Title 22 Sec. 12.2</p> <p>Pol. 122, 123</p>	<p>The Board shall establish fair and reasonable rules and regulations regarding the conduct and deportment of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.</p> <p>The Board shall adopt a Discipline Code for each school developed by the building principal to govern student behavior.</p> <p>Each student must adhere to Board policies and the Discipline Codes governing school discipline.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the school’s Discipline Code if:</p> <ul style="list-style-type: none"> • There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities. • The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities. <ul style="list-style-type: none"> • Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school. • The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the school’s Discipline Code. • The conduct involves the theft or vandalism of school property.
<p>3. Guidelines Pol. 113.1</p>	<p>In order to provide each student with the opportunity to mature intellectually, creatively, emotionally, socially, and physically, it is necessary to maintain a climate within the district that is conducive to wholesome learning and living. To aid in bringing about this climate, a set of reasonable rules which define desired behavior and discipline shall be developed for each school building. These rules shall be outlined in each building’s Discipline Code. The district shall also adhere to the</p>

	<p>behavior support procedures for students eligible for special education services and programs, outlined in the special education procedures of the Lincoln Intermediate Unit. School rules shall be based upon openness, mutual respect, and cooperation among all members of the Bermudian Springs school community.</p>
Pol. 233	<p>Any student disciplined by a district employee shall have the right to notice of the infraction.</p>
Pol. 220	<p>When a violation of the school’s Discipline Code involves student expression, Policy 220 shall be followed.</p>
Pol. 233	<p>Suspensions and expulsions shall be carried out in accordance with Policy 233.</p>
	<p><u>Corporal Punishment</u></p> <p>The Board prohibits the use of corporal punishment as a form of discipline for students in the district.</p>
Title 22 Sec. 12.5	<p>In situations where a parent/guardian or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall promulgate rules and regulations to implement Board policy governing student conduct.</p>
Title 22 Sec. 12.3	<p>The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules for student behavior contained in the Discipline Codes and the sanctions that may be imposed for violations of those rules. A copy of the school’s Discipline Code shall be available in each school library and school office.</p> <p>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.</p>
SC 1317	<p>The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.</p>
SC 1317 Pol. 220	<p>Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools</p>

	<p>or threatens the health and safety of others.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317, 1318</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.2, 12.3, 12.5, 12.6; 22 PA Code Sec. 403.1</p> <p>No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114</p> <p>Board Policy – 122, 123, 220, 233</p>
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Weapons

	<p>218.1. WEAPONS</p>
<p>1. Purpose</p>	<p>The Board is committed to providing a safe school environment where all students can benefit from the educational program that is provided. Weapons on school property or at school functions present a danger to those present, are a disruption to a safe and orderly school environment, and are prohibited by law.</p>
<p>2. Definitions SC 1317.2</p>	<p>Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of being used to threaten or being used to inflict serious bodily injury.</p> <p>Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on</p>

	<p>school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.</p>
<p>3. Authority SC 1317.2</p>	<p>The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.</p>
<p>SC 1317.2 Pol. 233</p>	<p>The school district shall prosecute in accordance with law and expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.</p>
<p>4. Delegation of Responsibility 20 U.S.C. Sec. 1400 et seq</p>	<p>In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.</p>
<p>SC 1317.2</p>	<p>The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.</p>
<p>SC 1317.2</p>	<p>The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.</p>
<p>SC 1303-A</p>	<p>The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.</p>
<p>SC 1303-A</p>	<p>Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.</p>
<p>5. Guidelines</p>	<p>Students, staff and parents/guardians shall be informed at least annually concerning this policy.</p>
<p>Pol. 233</p>	<p>A student who violates this policy shall be immediately suspended from school for up to ten (10) days. During that time, a meeting shall be held with the Superintendent, building administrators, student, and parent/guardian. The local law enforcement agency shall be notified, and criminal charges filed. A recommendation</p>

<p>SC 1317.2</p> <p>18 U.S.C. Sec. 921, 922</p> <p>SC 1317.2</p> <p>School Code 1303-A, 1317.2</p> <p>PA Code Title 22 Sec. 403.1</p> <p>18 U.S.C. Sec. 921, 922</p> <p>20 U.S.C. Sec. 1400 et seq</p> <p>20 U.S.C. Sec. 7151</p> <p>20 U.S.C. Sec. 7114</p> <p>Board Policy 233</p>	<p>may be made to the Board that expulsion be considered. Expulsion may be permanent or with consideration for readmission the following school year.</p> <p>A student may receive prior approval of the building principal to possess a weapon in conjunction with a curricular or extracurricular activity. In such cases, the student shall make arrangements with the principal for the transportation and care of the weapon.</p> <p>Weapons under the control of law enforcement personnel are permitted.</p> <p>In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.</p> <p><u>Transfer Students</u></p> <p>When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.</p>
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Terrostic Threats

	<p>218.2. TERRORISTIC THREATS/ACTS</p>
<p>1. Purpose</p>	<p>The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.</p>
<p>2. Definitions 18 Pa. C.S.A. Sec. 2706</p>	<p>Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.</p>
<p>18 Pa. C.S.A. Sec. 3301-4101 Sec. 2301-3201</p>	<p>Terroristic act - shall mean an offense against property or involving danger to another person.</p>
<p>3. Authority</p>	<p>The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member,</p>

<p>4. Delegation of Responsibility</p> <p>Title 22 Sec. 12.2</p>	<p>community member or school building.</p> <p>The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.</p> <p>The Superintendent or designee shall be responsible for developing administrative procedures to implement this policy.</p> <p>Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.</p> <p>The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.</p>
<p>5. Guidelines</p> <p>Pol. 233</p> <p>20 U.S.C. Sec. 1400 et seq</p>	<p>When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:</p> <ul style="list-style-type: none"> • The building principal may immediately suspend the student. • The building principal shall promptly report the incident to the Superintendent. • Based on further investigation, the Superintendent or designee may report the student to law enforcement officials. • The building principal may inform any person directly referenced or affected by a terroristic threat. • The Superintendent may recommend expulsion of the student to the Board. <p>If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.</p> <p>If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school the student shall be subject to random searches.</p> <p>In the case of students with disabilities, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.</p>

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Non-Discrimination Policy

<p>1. Authority SC 1310 Title VI 42 U.S.C. Sec. 2000d et seq Title IX 20 U.S.C. Sec. 1681 42 U.S.C. Sec. 12101 et seq 29 U.S.C. Sec. 701 et seq Title 22 Sec. 4.4, 14.101 et seq, 15.1 et seq</p>	<p>103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES</p>
	<p>The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.</p> <p>The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p>

<p>2. Delegation of Responsibility</p>	<p>No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent or designee as the district’s Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:</p> <p style="padding-left: 40px;">Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.</p> <p style="padding-left: 40px;">Training - Provision of training for students and staff to identify and alleviate problems of discrimination.</p> <p style="padding-left: 40px;">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.</p> <p style="padding-left: 40px;">District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters.</p> <p style="padding-left: 40px;">Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:</p> <p style="padding-left: 40px;">Inform the student or third party of the right to file a complaint and the complaint procedure.</p> <p style="padding-left: 40px;">Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.</p> <p style="padding-left: 40px;">Notify the complainant and the accused of the progress at appropriate stages of the procedure.</p>
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<p>3. Guidelines</p>	<p>Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</p> <p><u>Requests For Accommodations</u></p> <p>When an individual wishes to attend public meetings in the district and requires an auxiliary aid, service or accommodation to participate in the proceedings, s/he shall contact the Superintendent or designee to discuss how the district can accommodate his/her needs.</p> <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>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.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant</p>
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	<p>to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>Step 3 – Investigative Report</p> <p>The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p>Step 4 – District Action</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p><u>Appeal Procedure</u></p> <p>If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.</p> <p>The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.</p> <p>The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.</p>
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Corporal Punishment

<p>218. STUDENT DISCIPLINE</p>	
<p>1. Purpose</p>	<p>All students enrolled in the Bermudian Springs School District shall be expected to conduct themselves in accordance with the rules of the district and the individual schools. Such rules require proper conduct, regular attendance, acceptable quality of scholarship, good relations with others, and acceptable standards of dress and grooming. It is also expected that parents will cooperate with school authorities in helping students maintain such conduct.</p>
<p>2. Authority</p> <p>SC 510 Title 22 Sec. 12.3</p>	<p>The Board shall establish fair and reasonable rules and regulations regarding the conduct and deportment of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.</p>
<p>Title 22 Sec. 12.3</p>	<p>The Board shall adopt a Discipline Code for each school developed by the building principal to govern student behavior.</p>
<p>Title 22 Sec. 12.2</p>	<p>Each student must adhere to Board policies and the Discipline Codes governing school discipline.</p>

<p>Pol. 122, 123</p>	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the school’s Discipline Code if:</p> <ul style="list-style-type: none"> • There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities. • The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities. • Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school. • The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the school’s Discipline Code. • The conduct involves the theft or vandalism of school property.
<p>3. Guidelines Pol. 113.1</p>	<p>In order to provide each student with the opportunity to mature intellectually, creatively, emotionally, socially, and physically, it is necessary to maintain a climate within the district that is conducive to wholesome learning and living. To aid in bringing about this climate, a set of reasonable rules which define desired behavior and discipline shall be developed for each school building. These rules shall be outlined in each building’s Discipline Code. The district shall also adhere to the behavior support procedures for students eligible for special education services and programs, outlined in the special education procedures of the Lincoln Intermediate Unit. School rules shall be based upon openness, mutual respect, and cooperation among all members of the Bermudian Springs school community.</p>
<p>Pol. 233</p>	<p>Any student disciplined by a district employee shall have the right to notice of the infraction.</p>
<p>Pol. 220</p>	<p>When a violation of the school’s Discipline Code involves student expression, Policy 220 shall be followed.</p>
<p>Pol. 233</p>	<p>Suspensions and expulsions shall be carried out in accordance with Policy 233.</p>

<p>Title 22 Sec. 12.5</p> <p>4. Delegation of Responsibility</p> <p>Title 22 Sec. 12.3</p> <p>SC 1317</p> <p>SC 1317 Pol. 220</p>	<p><u>Corporal Punishment</u></p> <p>The Board prohibits the use of corporal punishment as a form of discipline for students in the district.</p> <p>In situations where a parent/guardian or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.</p> <p>The Superintendent or designee shall promulgate rules and regulations to implement Board policy governing student conduct.</p> <p>The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules for student behavior contained in the Discipline Codes and the sanctions that may be imposed for violations of those rules. A copy of the school’s Discipline Code shall be available in each school library and school office.</p> <p>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.</p> <p>The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.</p> <p>Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317, 1318</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.2, 12.3, 12.5, 12.6; 22 PA Code Sec. 403.1</p> <p>No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114</p> <p>Board Policy – 122, 123, 220, 233</p>
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Suspension and Expulsion

	<p>233. SUSPENSION AND EXPULSION</p>
<p>1. Purpose</p>	<p>The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.</p>
<p>2. Authority SC 1318 Title 22 Sec. 12.6, 12.8</p>	<p>The Board may, after a proper hearing, suspend a student for such time as it deems necessary or may permanently expel a student.</p>
<p>3. Guidelines SC 1318 Title 22 Sec. 12.6</p>	<p><u>Exclusion From School - Suspension</u></p> <p>The principal or assistant principal may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension in writing to the Superintendent as soon as possible, noting the reasons for and length of the suspension.</p> <p>No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. The parents/guardians and Superintendent shall be notified immediately in writing when a student is suspended.</p>

	<p>When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.</p> <p>Informal hearings under this provision shall be conducted by the building principal.</p>
<p>Title 22 Sec. 12.7</p>	<p><u>Exclusion From Class - In-School Suspension</u></p> <p>No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.</p> <p>Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension.</p> <p>The district shall provide for the student's education during the period of in-school suspension.</p>
<p>SC 1318 Title 22 Sec. 12.6, 12.8</p>	<p><u>Expulsion</u></p> <p>Expulsion is exclusion from school by the Board for a period exceeding ten (10) school days. The Board may permanently expel from the district rolls any student whose misconduct and disobedience warrants this sanction. Such action may be taken only by the School Board, on the recommendation of the principal and Superintendent. No student shall be expelled without an opportunity for a formal hearing before the Board or a duly authorized committee of the Board. The hearing committee's decision is advisory to the Board. A majority vote of the full Board is required to expel a student.</p>
<p>Title 22 Sec. 12.6</p>	<p><u>Attendance Requirements</u></p> <p>A student under seventeen (17) years of age who is expelled is not excused from compliance with the compulsory attendance statute.</p>
<p>Title 22 Sec. 12.6</p>	<p>The initial responsibility for providing the required education rests with the student's parent/guardian. Parents/Guardians who are unable to provide an education for their</p>

<p>2 Pa. C.S.A. Sec. 101</p> <p>4. Delegation of Responsibility</p> <p>Pol. 218</p> <p>Pol. 216</p>	<ul style="list-style-type: none"> • The right to request such witnesses appear in person and answer questions or be cross-examined. • The right to testify and present witnesses on the student's behalf. • The hearing shall be held with all reasonable speed. • Recording of the proceedings by stenographer or tape recorder. • A copy of the transcript available at the student's expense. <p><u>Adjudication</u></p> <p>A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.</p> <p>The Superintendent or designee shall develop rules and regulations to implement this policy which include:</p> <p style="padding-left: 40px;">Publication of Discipline Codes, in accordance with Board policy on student discipline.</p> <p style="padding-left: 40px;">Procedures that ensure due process when depriving a student the right to attend school.</p> <p style="padding-left: 40px;">Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.</p> <p style="padding-left: 40px;">The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board; but such students may be designated by code.</p> <p style="padding-left: 40px;">Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.</p> <p>References:</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq</p> <p>School Code – 24 P.S. Sec. 1318</p>
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	<p>State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.6, 12.7, 12.8</p> <p>Board Policy – 113.1, 216, 218</p>
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Student Expression

	<p>220. STUDENT EXPRESSION</p>
<p>1. Purpose</p>	<p>The Board respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression, but it also recognizes that the exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.</p>
<ul style="list-style-type: none"> • Authority Title 22 Sec. 12.9 	<p>Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.</p>
<p>SC 511 Title 22 Sec. 12.9</p>	<p>The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others. Such expressions are those which:</p> <ul style="list-style-type: none"> • Libel any specific person or persons. • Seek to establish the supremacy of a particular religious denomination, sect or point of view. • Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health of students.
<p>Title 22 Sec. 12.2</p>	<ul style="list-style-type: none"> • Use indecent or obscene language, or contain material deemed harmful to students who may receive them. • Incite violence; advocate use of force; or urge violation of federal, state or

<p>Pol. 913</p>	<p>municipal law, district policy or regulations.</p> <ul style="list-style-type: none"> • Solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board. <p>The Board reserves the right to halt the distribution of unprotected materials.</p>
<p>Title 22 Sec. 12.9</p>	<p>The Board requires that students who wish to distribute materials on school property shall submit them for prior review. School officials shall not censor or restrict material that is critical of the school or its administration, and the review for unprotected expression shall be reasonable and not calculated to delay distribution.</p> <p>Where the reviewer cannot show within two (2) school days that the material is unprotected, such material may be distributed by the student on school property.</p>
<p>Pol. 219</p>	<p>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.</p>
<p>Title 22 Sec. 12.9</p>	<p>The Board shall require that distribution of printed materials takes place only at the places and during the times approved by the principal or designated administrator in order that such distribution not interfere with the orderly operation of the schools.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop rules and regulations for the distribution of printed material which may include:</p> <p>Procedures for prior review of all material to be distributed. Such procedures shall designate a reviewer, who shall bear the burden of showing the material to be unprotected; require that the time consumed by the review process not be so excessive as to constitute a prohibition in itself; and delineate an appeal process.</p> <p>Designation of the places at which and times during which material may be distributed.</p> <p>The requirement that students who distribute printed materials shall be responsible for clearing any litter that results from their activity.</p> <p>Disciplinary action that will be taken for those students who distribute printed materials in contravention of this policy and district rules or who continue the manifestation of an unprotected expression after a person in authority orders that they desist.</p>

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Flag Salute

	<p>807. OPENING EXERCISES/FLAG DISPLAYS</p>
<p>1. Purpose</p>	<p>The Board adopts this policy to ensure that all district schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.</p>
<p>2. Authority SC 771</p>	<p>A United States flag shall be displayed on or near each school building during school hours, in clement weather and at other times determined by the Board.</p>
<p>SC 771</p>	<p>A United States flag shall be displayed in every school building.</p>
<p>Title 22 Sec. 12.10</p>	<p>The district shall offer opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. Students shall not be compelled to participate in opening exercises and may remain silent.</p>
<p>Title 22 Sec. 12.10</p>	<p>A student who declines to participate in opening exercises shall maintain a respectful attitude throughout the exercises and respect the right of classmates participating in the flag salute.</p>
<p>SC 1516.1</p>	<p>Opening exercises may include a period of silent prayer or meditation.</p>
<p>School Code 771, 1516.1</p>	
<p>PA Code Title 22 Sec. 12.10</p>	

Pennsylvania Department of Education

Dress and Grooming

221. DRESS AND GROOMING	
1. Purpose	The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.
2. Authority SC 1317.3	The Board has the authority to impose limitations on students' dress in school.
Title 22 Sec. 12.11	The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others.
Pol. 220	When student dress may constitute student expression, Policy 220 Student Expression shall apply.
Title 22 Sec. 12.11	Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
3. Delegation of Responsibility	The building principal or designee shall be responsible to monitor student dress and grooming and enforce school rules governing student dress and grooming.
Title 22 Sec. 12.11	The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.
Pol. 325, 425, 525	Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.
4. Guidelines	Clothing that exhibits signs, symbols, slogans or phrases of alcohol, drugs, or tobacco products are not considered appropriate school dress for students.

Clothing that exhibits slogans, pictures and phrases considered offensive because of their sexual connotation, lewd or illegal behavior, or offensive language shall be considered inappropriate.

References:

School Code – 24 P.S. Sec. 1317.3

State Board of Education Regulations – 22 PA Code Sec. 12.11

Board Policy – 220, 325, 425, 525

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Confidential Communication

<p>207. CONFIDENTIAL COMMUNICATIONS OF STUDENTS</p>	
<p>1. Purpose</p>	<p>The Board recognizes that certain written and oral communications between students and school personnel must be confidential.</p>
<p>2. Authority</p>	<p>The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.</p>
<p>3. Guidelines Title 22 Sec. 12.12</p>	<p>Information received in confidence from a student may be revealed by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.</p>
<p>Title 22 Sec. 12.12 42 P.S. Sec. 5945, 8337</p>	<p>Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.</p>
<p>4. Delegation of Responsibility</p>	<p>In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities.</p> <p>In qualifying circumstances, the building principal and/or Superintendent may reveal confidential information to a student's parent or legal guardian and other appropriate authorities, including law enforcement personnel.</p>

Public Records

Pennsylvania Department of Education

	801. PUBLIC RECORDS
1. Purpose	<p>The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right under law to inspect and to procure copies of public records, with certain exceptions, subject to Board policy. The Board also recognizes its obligation to maintain the confidentiality of student records and personnel records.</p>
2. Definition 65 P.S. Sec. 66.1	<p>The public records of this district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; acquisition, use or disposal of services, supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.</p> <p>Public records shall not include the following:</p> <ul style="list-style-type: none">• Any report, communication or other paper whose publication would disclose the institution, progress or result of an investigation undertaken in the performance of official duties.• Any record, document, material, exhibit, pleading, report, memorandum, or other paper to which access or publication is prohibited, restricted or forbidden by law, regulation, court order or decree of court; would operate to the prejudice or impairment of a person's reputation or personal security; or would result in the loss of federal funds, except the record of a conviction for any criminal act.
Pol. 216	<ul style="list-style-type: none">• Education records concerning individual students, in accordance with federal and state laws.
Pol. 324, 424, 524	<ul style="list-style-type: none">• Personnel files, in compliance with applicable laws.
3. Authority 65 P.S. Sec. 66.1 et seq SC 408, 518	<p>The Board shall make the district's public records available for inspection and duplication to any state resident during the district's regular business hours, in accordance with Board policy and district procedures, with the exception of records exempted by law.</p> <p>The Board exempts from public inspection any material whose disclosure would</p>

<p>4. Guidelines</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p>constitute an invasion of privacy, unless the individual concerned, or the parent/guardian of a minor student, consents in writing to public disclosure of the materials.</p> <p>The public may inspect and procure copies of the public records of the district during the regular business hours of the district offices.</p> <p>A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium.</p> <p>The district is not required to create a public record that does not exist nor to compile, maintain, format or organize a public record in a manner different from that currently maintained by the district. If a public record is maintained only in an electronic format, the district shall duplicate the record on paper, upon request.</p> <p>Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.</p> <p>No public record shall be removed from the control or supervision of the designated official. Public records shall be inspected only in the presence of a designated employee and shall not be damaged or altered. At no time will public records be permitted to leave the district office.</p> <p><u>Request For Access</u></p> <p>A request for access to a public record shall be submitted to the office of the Superintendent.</p> <p>Requests may be submitted in writing, in person or by mail.</p> <p>Each request must include the following information:</p> <ul style="list-style-type: none"> Identification of the requested record, in sufficient detail. Medium in which the record is requested. Name and address of the person to receive the district's response. <p><u>Response To Request</u></p> <p>The Superintendent or designee shall review the request and respond promptly, within five (5) business days of receiving the request.</p>
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If the district fails to respond to a request within five (5) business days, the request for access shall be deemed denied.

If the district determines that the request will be granted, a response shall be sent within five (5) business days. The response shall include the regular business hours of the district office, the medium in which the record is provided, and the assessed fees.

If the district determines that more than five (5) business days are required to respond to the request, in accordance with the exceptions stated in law, notice shall be sent indicating that the request is being reviewed, the reason for the review, and a date when the response will be provided.

Denial Of Request

If the district denies a request for access to a public record, a response shall be sent within five (5) business days of receiving the request. The response denying the request shall include the following:

Description of the record requested.

Specific reasons for denial, including a citation of supporting authority.

Name, title, business address and telephone number, and signature of the employee who denied the request.

Date of the response.

Procedure to appeal denial of access.

The district shall not deny access to a public record based on the intended use by the requester.

Appeal Of Denial

If a request for access to a public record is denied or deemed denied, the requester may file a written exception within fifteen (15) business days of the mailing date of the response or a deemed denial.

Upon receipt of the exception, the Board or designee shall make a final determination of the request within thirty (30) days of the mailing date. If denied, a written explanation shall be provided.

<p>5. Delegation of Responsibility</p> <p>SC 518 Title 22</p>	<p>The final determination shall be the final order of the school district.</p> <p>The requester may appeal the district's final order, in accordance with the provisions of law.</p> <p><u>Fees</u></p> <p>Duplicates of public records shall be provided by the district upon payment of applicable fees.</p> <p>A list of fees that may apply shall be provided to each requester, posted in the district office, and be available electronically. The copying fee shall be 25 cents per page.</p> <p>The district shall not assess any fees for staff time or resources used to evaluate a request for access to public records.</p> <p>The district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p> <p><u>Retention</u></p> <p>The Board shall retain as a permanent record of the district the minute books, each annual auditor's report, and each annual financial report.</p> <p>All other financial records of the district, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders shall be retained by the district for a period of not less than six (6) years.</p> <p>No permanent records of the district shall be destroyed or discarded until electronic or microfilmed copies of such records have been filed for permanent storage by responsible officials.</p> <p>The Superintendent or designee shall ensure that the Board policy governing access to public records and the list of applicable fees are posted at the district office.</p> <p>The Superintendent or designee shall develop procedures to implement this policy, which include:</p> <p>Preparation of a retention schedule that: conforms to law; requires permanent safeguarding of Board minutes, annual audit reports and permanent student records;</p>
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<p>Sec. 12.33 et seq Pol. 216</p> <p>65 P.S. Sec. 66.1</p> <p>School Code 408, 518</p> <p>PA Code Title 22 Sec. 12.33 et seq</p> <p>PA Statute 65 P.S. Sec. 66.1 et seq</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>Board Policy 216, 324, 424, 524</p>	<p>and mandates retention of all fiscal records required for audit until the audit has been received and approved.</p> <p>A list of reasonable fees applicable to all requests for inspection and duplication of public records, in accordance with law.</p> <p>Provisions to guard the confidentiality of records exempted from the availability of public records.</p> <p>Training of appropriate staff regarding public access to public records.</p>
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Searches

	<p>226. SEARCHES</p>
<p>1. Purpose</p>	<p>The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.</p>
<p>2. Authority SC 510</p>	<p>It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.</p> <p>No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.</p>
<p>Title 22 Sec. 12.14</p>	<p>The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.</p>
<ul style="list-style-type: none"> • Delegation of Responsibility 	<p>The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.</p> <p>Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy.</p> <p>The Superintendent or designee shall develop procedures to implement this policy.</p> <p>The principal or designee shall be present whenever a student locker is inspected, based on reasonable suspicion.</p>
<p>Pol. 225</p>	<p>The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.</p> <p>The principal shall be responsible for the safekeeping and proper disposal of any</p>

<ul style="list-style-type: none"> • Guidelines <p>Title 22 Sec. 12.14</p>	<p>substance, object or material found in a student's locker in violation of law, Board policy or school rules.</p> <p>The principal shall be responsible for promptly recording in writing each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.</p> <p>School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.</p> <p>Students shall assume responsibility for maintaining the security of their lockers.</p> <p>Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.</p> <p>Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.14</p> <p>Board Policy – 225</p>
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Student Records

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.</p>
<p>2. Authority SC 1303a, 1305-A, 1402, 1409, 1532, 1533</p> <p>20 U.S.C. Sec. 1232(g) P.L. 93-380 34 CFR 99 Title 22 Sec. 4.52, 12.31 et seq</p>	<p>The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the State Board of Education Regulations; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations, or permitted by the Board, may be compiled by district staff.</p> <p>Parents/Guardians and eligible students eighteen (18) years and older shall be notified annually, and upon initial enrollment, of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.</p>
<p>3. Delegation of Responsibility</p>	<p>Student records are an inherent part of a student's formal education in a public school setting. The records are, by nature, confidential and privileged. Therefore, administrators, counselors, specialists, teachers, and members of the secretarial staff shall abide by the district's policy and procedures pertaining to the collection of data, maintenance of student records, and the dissemination of information.</p> <p>The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular students and students with disabilities that meets the requirements of all state and federal statutes and regulations and is approved by the Board.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p>
<p>SC 1532 Pol. 213, 215</p>	<p>In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p>

<p>51 P.S. 20221 et seq</p> <p>20 U.S.C. Sec. 1232g P.L. 93-380 34 CFR 99</p> <p>51 P.S. 20221 et seq</p> <p>PA Code Title 22 Sec. 4.52, 12.31 et seq</p> <p>School Code 1303a, 1305-A, 1402, 1409, 1532, 1533</p> <p>Board Policy 213, 215</p>	<p>5. The right to refuse to permit the designation of any or all categories of directory information.</p> <p>6. The right to request that information not be provided to military recruiting officers.</p> <p>Parents/Guardians shall file any complaint regarding compliance of the policy or procedures by contacting the Superintendent.</p>
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Medication

<p>1. Purpose</p>	<p style="text-align: center;">210. USE OF MEDICATIONS</p> <p>The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be</p>
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<p>2. Definition</p> <p>3. Authority SC 510 Title 22 Sec. 7.13</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<p>permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.</p> <p>For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.</p> <p>Before any medication may be administered to or by any student during school hours, the Board shall require:</p> <p style="padding-left: 40px;">Completion by a parent/guardian of the Administration of Medication Form.</p> <p style="padding-left: 40px;">The written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.</p> <p style="padding-left: 40px;">Medication must be given to the school in the original container labeled with the student’s name, medication name, and dosage.</p> <p style="padding-left: 40px;">Medication must be kept in the school nurse’s office and administered by authorized school personnel.</p> <p>The Superintendent or designee, in conjunction with the certified school nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.</p> <p>All district employees involved in the administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.</p> <p>Building administrators and the certified school nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p> <p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:</p>
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<p>School Code 510, 1402</p>	<ul style="list-style-type: none">• Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file.• Review pertinent information with the student and/or parent/guardian.• Determine the student's ability to self-administer medication and the need for care and supervision.• Observe and evaluate the student's ability to self-administer during the initial administration.• Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place. <p><u>Student Self-Administration</u></p> <p>To self-administer medication, the student must be able to:</p> <ol style="list-style-type: none">1. Respond to and visually recognize his/her name.2. Identify his/her medication.3. Measure, pour and administer the prescribed dosage.4. Sign his/her medication sheet to acknowledge having taken the medication.5. Demonstrate a cooperative attitude in all aspects of self-administration.
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Drug and Alcohol

1. Purpose	<p style="text-align: center;">227. DRUG AND ALCOHOL ABUSE/PARAPHERNALIA</p> <p>The Board recognizes that misuse of drugs and/or alcohol at every level of society presents a threat to the health and well-being of those involved in such activities. Since the school is one environment where drug and alcohol abuse manifests itself, the Board establishes policy to assist district personnel with prevention and intervention activities aimed at combating such abuse. School authorities charged with responsibility for enforcing the provisions of this policy shall do so in a firm yet understanding manner.</p>
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<p>2. Definitions 35 P.S. 780-101 et seq 42 P.S. 8337</p> <p>21 U.S.C. Sec. 812</p> <p>Pol. 210</p>	<p>The general objective of this policy is to involve all staff members in working toward a drug-and-alcohol-free environment. Specific objectives addressed by the policy include the following:</p> <p>To provide guidelines for educating all students in the areas of drug and alcohol misuse.</p> <p>To provide a clear set of rules prohibiting the use of drugs and alcohol by students during regular school hours and while attending any school-related activities.</p> <p>To establish firm guidelines for dealing with students who violate the policy, rules and regulations of the schools, as promulgated by the School Board and administration.</p> <p>To provide guidelines for assisting those students who admit to dependence on drugs and/or alcohol.</p> <p>To create an awareness to a problem which must be addressed by the joint efforts of parents/guardians and school staff members.</p> <p>For purposes of this policy, the following terms shall be defined. Drugs shall include all:</p> <ul style="list-style-type: none"> • Controlled substances prohibited by federal and state law. • Look-alike drugs. • Alcoholic beverages. • Anabolic steroids. • Drug paraphernalia. • Any volatile solvents or inhalants. • Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. <p>Use shall mean ingestion, injection, or inhalation of any drug or alcoholic beverage, and shall also mean a condition or state of being of a student indicating to school authorities that such student is under the influence of a drug or alcoholic beverage, when either the ingestion, injection, inhalation or condition is performed or observed in any setting in which students are under the jurisdiction of the school district.</p>
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<p>3. Authority SC 510, 511 Title 22 Sec. 12.3</p> <p>SC 510, 511</p>	<p>Possession shall mean the presence of a drug or alcoholic beverage, in any amount, on the person of a student, or in or on any item under the control of, or owned by the student while under the jurisdiction of the school district.</p> <p>Distribution shall mean the transfer, transportation, trade or exchange in any manner of any drug or alcoholic beverage by a student to any person, whether or not a student, when such distribution takes place in a setting in which students are under the jurisdiction of the school district.</p> <p>Student Assistance Program Team shall mean a multidisciplinary team comprised of school personnel (teachers, counselors, and administrators) and may also include members of designated community agencies. The SAP Team has been trained to understand and to identify high-risk students who are having problems because of alcohol and drug use or who are at risk of suicide and other mental health problems. The Student Assistance Program Team provides a systematic method for evaluating student behavior and intervening to refer these students to appropriate community agencies. The SAP program approach is geared toward intervention rather than treatment.</p> <p>The most important part of any drug and alcohol program is that segment aimed at preventing the majority of students from becoming involved with drugs and/or alcohol. For this reason, it shall be the policy of the Board that an educational program be adopted with this objective in mind. It shall be the responsibility of the administration to ensure that such a program is offered at each level in the schools, i.e., elementary (K-4), middle school (5-8), and high school (9-12), and that such a program be implemented by designated personnel.</p> <p>The district’s approach to prevention shall promote positive influences on the student’s life style. These influences should take the form of activities that foster self-understanding, improved interpersonal and human relation skills, and effective coping behaviors to deal with stress. The principal task of drug and alcohol education is to help students gain knowledge while considering questions about drug and alcohol use in relation to their values, goals, and responsibilities. Young people need structured opportunities for constructing their own positions on drug and alcohol use.</p> <p>It shall be the policy of the Board that students refrain from any dealings with the</p>
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<p>Title 22 Sec. 12.3 Pol. 210</p>	<p>substances defined in this policy at all times while under the jurisdiction of the school district. Students shall be considered to be under the district’s control during the school day, at any school-sponsored activities and during the time spent traveling to and from school and school-sponsored activities. Dealings shall include use, possession, and/or distribution, as defined. Board policy and implementing procedures for proper use of prescription medications and/or over-the-counter medications shall be enforced by building principals. Failure by any student to comply with the established policy or procedures shall result in disciplinary action by the building principal. Any student under the district’s control who possesses prescription and/or over-the-counter medications determined by the building principal not to be for legitimate personal use by the student will be in violation of this policy.</p>
<p>Pol. 218</p>	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:</p>
<p>Pol. 122, 123</p>	<ul style="list-style-type: none"> • There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities. • The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities. • Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school. • The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct. • The conduct involves the theft or vandalism of school property.
<p>4. Delegation of Responsibility</p>	<p>In those instances where students are found to be involved with drug or alcohol abuse, school personnel must take immediate action to intervene. This intervention requires enforcement of regulations, as well as assistance to users in the form of counseling and/or referral to the building Student Assistance Program Team (SAP). The primary purpose and justification for any action on the part of the school staff should be the protection of the health, safety and welfare of students, faculty, district property, and the educational process.</p>

<p>42 P.S. 8337 Pol. 218, 233</p>	<p>The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:</p> <p>Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.</p> <p>Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.</p> <p>Provide education concerning the dangers of abusing controlled substances.</p> <p>Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.</p>
<p>SC 1303-A</p>	<p>Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p>
<p>5. Guidelines</p>	<p><u>Violations</u></p>
<p>Pol. 233</p>	<p>Students found in violation of provisions of this policy shall be subject to be discipline according to the following prescribed penalties, in accordance with Policy 233 Suspension and Expulsion.</p> <p><u>First Offense – Possession And Use (Any Violation)</u></p> <p>The student will be given a full suspension of ten (10) days to be served in school, out of school, or a combination thereof, based on the severity of the violation. Following the issuing of the suspension, the student will be referred by the principal to the Student Assistance Program (SAP). Subsequent to the suspension, the student will be readmitted to school following evidence of participation in a recognized drug and alcohol program.</p> <p><u>First Offense – Distribution</u></p> <p>The student will be assigned to the Alternative Education Program for a period of ninety (90) days. Following the issuing of the suspension, the student will be referred by the principal to the Student Assistance Program Team (SAP). The SAP Team will refer the student to a licensed drug/alcohol facility for an agency assessment. Subsequent to the suspension, the student will be readmitted to school following the establishment that evidence exists that the student has participated in the drug/alcohol agency assessment and is complying with the recommendations</p>

	<p>made by the agency.</p> <p><u>Second Offense – Possession And Use</u></p> <p>The student will be assigned to the Alternative Education Program for a period of ninety (90) days. Following the issuing of the suspension, the student will be referred by the principal to the Student Assistance Program Team (SAP). The SAP Team will refer the student to a licensed drug/alcohol facility for an agency assessment. Subsequent to the suspension, the student will be readmitted to school following the establishment that evidence exists that the student has participated in the drug/alcohol agency assessment and is complying with the recommendations made by the agency.</p> <p><u>Second Offense – Distribution</u></p> <p>The student will be expelled from school with consideration for readmission in the following year. Following the issuing of the expulsion, the student will be referred by the principal to the Student Assistance Program Team (SAP). The SAP Team will refer the student to a licensed drug/alcohol facility for an agency assessment. Subsequent to the expulsion, the student will be readmitted to school following the establishment that evidence exists that the student has participated in the drug/alcohol agency assessment and is complying with the recommendations made by the agency.</p> <p><u>Third Offense – Possession And Use</u></p> <p>The student will be expelled from school with consideration for readmission in the following school year.</p> <p><u>Third Offense – Distribution</u></p> <p>The student will be permanently expelled from school.</p> <p>Any violation shall constitute an offense under this policy. Offenses will be accumulative from year to year while attending any school in the school district. All violations will be documented for the student’s record, with copies sent to the parents/guardians and the Superintendent.</p> <p>All information and/or evidence secured in connection with violations listed above shall be submitted to the proper local or state law enforcement agencies for possible criminal investigation and prosecution.</p>
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<p>35 P.S. Sec. 807.1</p> <p>35 P.S. Sec. 807.2 Pol. 233</p> <p>35 P.S. Sec. 807.3</p>	<p><u>Anabolic Steroids</u></p> <p>The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. A physician’s statement will be required if the use of such steroids are for valid medical purposes. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.</p> <p>Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution. Education regarding the dangers of anabolic steroids shall be included as a part of other drug and alcohol curricular offerings.</p> <p>The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:</p> <ol style="list-style-type: none"> 1. For a first violation, suspension from school athletics for the remainder of the season. 2. For a second violation, suspension from school athletics for the remainder of the season and for the following season. 3. For a third violation, permanent suspension from school athletics. <p>No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.</p> <p><u>Reasonable Suspicion/Testing</u></p> <p>If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.</p> <p><u>Counseling</u></p> <p>Recognizing that substance abuse often leads to substance dependency, the school district shall assist those seeking help to obtain counseling. This counseling can be provided in any or all of the following ways:</p> <p style="padding-left: 40px;">Through a referral to the Student Assistance Program Team (SAP).</p>
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	<p>Through a peer-counseling program sponsored by the district.</p> <p>Through the district’s counseling program.</p> <p>Through a counseling program established or recognized by the local Drug and Alcohol Abuse Council.</p> <p>References:</p> <p>Controlled Substances Act – 21 U.S.C. Sec. 801 et seq</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. 780-101 et seq</p> <p>PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. 8337</p> <p>Steroids – 35 P.S. Sec. 807.2</p> <p>School Code – 24 P.S. Sec. 510, 511, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3; 22 PA Code Sec. 403.1</p> <p>No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114, 7161</p> <p>Board Policy – 122, 123, 210, 218, 233</p>
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Health Services

	<p>209. HEALTH EXAMINATIONS/SCREENINGS</p>
<p>1. Authority SC 1402, 1403</p>	<p>In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs and to ensure that the learning potential of each student is not lessened by a remediable physical disability.</p> <p>The Board may provide for the care and treatment of defective eyes, ears, and teeth of all students within the school district.</p>
<p>2. Guidelines SC 1402, 1407 Title 22 Sec. 7.13</p>	<p>Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician.</p>

SC 1403, 1407	Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist.
SC 1407	A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.
SC 1402	The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.
SC 1402	Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, body mass indexing, and other tests deemed advisable, at intervals established by the district. Tests for tuberculosis under medical supervision shall be required following a positive response to the tuberculosis-screening questionnaire issued to all students new to the district.
SC 1409 Pol. 216	The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.
SC 1419 Title 28 Sec. 23.45	A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.
SC 1402, 1406 Title 22 Sec. 7.13	Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.
SC 1405 Title 28 Sec. 23.2 20 U.S.C. Sec. 1232h	Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.

<p>3. Delegation of Responsibility SC 1402</p> <p>SC 1409</p> <p>SC 1406</p> <p>School Code 1402, 1403, 1405, 1406, 1407, 1409, 1419</p> <p>PA Code Title 22 Sec. 7.13, Sec. 403.1 Title 28 Sec. 23.2, 23.45</p> <p>20 U.S.C. Sec. 1232h</p> <p>Board Policy 216</p>	<p>The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.</p> <p>The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the district.</p> <p>The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).</p>
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<p>3. Delegation of Responsibility Pol. 808</p> <p>P.L. 108-265 Sec. 204</p>	<p>physical activity during the school day.</p> <ul style="list-style-type: none"> Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards. <p>The Superintendent or designee shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.</p> <p>Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.</p> <p>Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.</p> <p>The Superintendent or designee shall annually report to the Board on the district’s compliance with law and policies related to student wellness. The report may include an annual survey of activities and programs conducted to promote nutrition and physical activity.</p> <p>An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Business Manager.</p>
<p>4. Guidelines</p>	<p><u>Wellness Committee</u></p> <p>The Board shall appoint a Wellness Committee comprised of at least one (1) of the following: School Board member, district administrator, district food service representative, student, parent/guardian, member of the public and a support staff representative.</p> <p>The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with law to recommend to the Board for adoption.</p> <p>The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.</p> <p>The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.</p>

	<p><u>Nutrition Education</u></p> <p>The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.</p> <p>Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.</p> <p>Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.</p> <p>Nutrition education lessons and activities shall be age-appropriate.</p> <p>Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.</p> <p>Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.</p> <p>The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development.</p> <p>District staff shall be encouraged to cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.</p> <p>Consistent nutrition messages shall be disseminated throughout the district, schools, classrooms, and cafeterias.</p> <p><u>Physical Activity</u></p> <p>District schools shall contribute to the effort to provide students opportunities to participate in age-appropriate physical activity on all or most days of the week. That time will include physical activity outside the school environment, such as outdoor play at home, sports, etc.</p> <p>Age-appropriate physical activity opportunities through interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.</p> <p>A physical and social environment that encourages safe and enjoyable activity for all</p>
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	<p>students shall be maintained.</p> <p>Physical activity breaks shall be provided for elementary students during classroom hours.</p> <p>After-school programs shall provide developmentally appropriate physical activity for participating children.</p> <p>Students and the community shall have access to physical activity facilities outside school hours.</p> <p><u>Physical Education</u></p> <p>Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.</p> <p>Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.</p> <p>A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.</p> <p>A sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.</p> <p>A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.</p> <p>Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.</p> <p>Safe and adequate equipment, facilities and resources shall be provided for physical education courses.</p> <p>Physical education shall be taught by certified health and physical education teachers.</p> <p>Appropriate professional development shall be provided for physical education staff.</p>
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	<p>Excessive physical activity shall not be used as a form of punishment.</p> <p><u>Other School Based Activities</u></p> <p>Students shall be provided a clean and safe meal environment.</p> <p>Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.</p> <p>Meal periods shall be scheduled at appropriate hours.</p> <p>Drinking water shall be available at all meal periods and throughout the school day.</p> <p>Students shall have access to hand washing or sanitizing before meals and snacks.</p> <p>Professional development shall be available for district nutrition staff.</p> <p>Access to the food service operation shall be limited to authorized staff as approved by the head cook and principal.</p> <p>Nutrition content of school meals shall be available to students and parents/guardians.</p> <p>Students may be involved in menu selections through various means.</p> <p>Goals of the Student Wellness Policy shall be considered in planning school based activities.</p> <p>Fundraising projects conducted for sale during school hours shall be supportive of healthy eating and student wellness.</p> <p>The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.</p> <p>All organizations associated with the school offering food items are encouraged to offer some choices that meet healthy food guidelines.</p> <p><u>Nutrition Guidelines</u></p> <p>All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.</p> <p>Foods provided through the National School Lunch or School Breakfast Programs</p>
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	<p>shall comply with federal nutrition standards under the School Meals Initiative.</p> <p>Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.</p> <p>All competitive foods available to students in district schools during the school day are encouraged to comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a 3 year plan.</p> <p>References:</p> <p>Child Nutrition and WIC Reauthorization Act of 2004 – P.L. 108-265 Sec. 204</p>
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Student Services

Student Services:

Our student services plan is an integral part of our BSSD program. Our trained and licensed staff consistently identify and employ services to meet all student needs. These services are communicated to parents on a regular basis and parents are encouraged to access these services. As students matriculate through the program, career information and exploration opportunities are implemented. Students are exposed to the world of work, college life, and other services via speakers, curriculum, guidance counselors, visitations, internships, etc.

Student Assistance Program:

The Student Assistance Program (SAP) is a program for the identification, intervention, and referral of adolescents who are believed to be at risk of suicide, show signs of extreme depression, or who are having school-related problems because of alcohol and/or drug use. Using a systematic process of referrals and general assignments, the teams determine which students are having problems and direct them to community organizations for help. The District complies with all aspects of the SAP requirements which includes training, meetings, and agency support.

Title I Services:

The BSSD offers Title I reading services to identified students on an annual basis. All guidelines are followed in relation to the identification of students and the implementation of services.

Extended Day Kindergarten:

The BSSA offers an extended day kindergarten program for the most needy of students as identified by the District process. Approximately 30 students are served in this program each year.

Before and After School Tutoring:

Tutoring services are offered to students in need of remediation throughout the school year. Remediation is offered by our own staff and offered both before and after school.

Summer School:

A summer school program is offered within the school district for secondary students who have failed a course. The District is utilizing the Blended Schools online curriculum for the summer program which is monitored by district personnel both onsite and online.

21st Century Program:

An after school program for elementary and middle school hispanic students. Designed to provide academic support and social skill development.