

**DISCIPLINE
&
RECORDS POLICY
2020-21 School Year**



2020-21 DISCIPLINE & RECORDS POLICY

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WEST CHESTER AREA SCHOOL DISTRICT DISCIPLINE & RECORDS POLICY 2020-2021 SCHOOL YEAR

RESPECTING MEMBERS OF THE SCHOOL COMMUNITY

The fundamental premise of Board policy and guidelines related to student discipline is that students will show tolerance to all members of the school community. The Board shall adopt a Code of Student Conduct/Disciplinary Action Schedule to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin, or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct/Disciplinary Action Schedule governing student discipline.

SOME BASIC UNDERSTANDINGS

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

- Teachers have the responsibility to maintain a suitable environment for learning, and the administrators have the responsibility for maintaining and facilitating the educational programs.
- The principal is authorized by statute to suspend students for cause.
- Rules and regulations shall be published and reviewed with students at the opening of each school year and shall be posted in prominent locations throughout each school. Copies shall be available in each school library and also to students and parents/guardians upon request.
- The principal shall be responsible for informing both parents/guardians

and students of school rules and regulations at the opening of the school year.

- The teacher has the authority to send a student from a class to an appropriate school official for cause.
- Teachers and school administrators shall administer discipline within federal and state statutes, regulations and guidance, and other specific policies relating to student behavior and discipline as adopted by the Board.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the Board has approved a Disciplinary Action Schedule for the District's schools.

The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip teachers and school administrators for their disciplinary responsibilities. **The schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case.** Additionally, students must understand that administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered.

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

WHY DISCIPLINE?

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

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

As present law now stands, it is the responsibility of the Board to continue with the education of the student until age 18, whether in the formal educational setting or in a setting outside that environment.

STUDENT RIGHTS & RESPONSIBILITIES

The West Chester Area School District recognizes that it has the

responsibility to assure students the legal rights that are theirs by virtue of guarantees offered to all persons under the federal/state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

It is the Board's belief that as part of the educational process, the students of the District should be made aware of their legal rights and also the legal authority of the Board to make or delegate authority to employees of the District to make rules and regulations regarding the orderly operation of schools.

Student rights include, but are not limited to:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination;
2. The right to attend free public schools;
3. The right to due process of the law with respect to suspensions, expulsions, and unreasonable searches and seizures;
4. The right to not be subject to corporal punishment;
5. The right to free inquiry and expression which implies the right of a person to decline to recite the Pledge of Allegiance and salute the flag; and
6. The right to privacy, which implies the right of a person to dress and/or groom as he/she pleases within certain limits.

Student responsibilities include, but are not limited to:

1. The responsibility to attend school as required by law;
2. The responsibility to observe school rules, regulations and policy, as well as federal, state and local laws;
3. The responsibility to work with the administration and faculty to develop a climate within the school that is conducive to learning;
4. The responsibility to respect the rights of administrators, faculty, students and all others who are involved in the educational process;
5. The responsibility not to interfere with the education of other students;
6. The responsibility to assist the school staff in operating a safe school;
7. The responsibility not to discriminate against others;
8. The responsibility to observe reasonable rules regarding free inquiry and expression; and
9. The responsibility to exercise proper care when utilizing public facilities and equipment.

STUDENT INTEGRITY (POLICY 218.3)

The West Chester Area School District supports students' learning and academic achievement by encouraging them to produce academic work that is their own best efforts, done with integrity, and displaying the best academic ethical behavior. Academic dishonesty and plagiarism are unacceptable and those engaged in such acts will face disciplinary consequences.

Violations shall subject students to disciplinary action as outlined herein. This covers all school-related tests, quizzes, and in and out of class assignments and projects.

Plagiarism is defined as intentionally or unintentionally stealing and using the idea, structure, language, context or writings of another as one's own without crediting the original author through parenthetical documentation, footnotes or bibliography.

Academic dishonesty is defined as the act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. Academic dishonesty includes, but is not limited to, a student copying an assignment or test and submitting it as his/her own; allowing someone to copy an assignment or test and submit it as his/her own; unauthorized use of or communicating with notes, calculators, computers, textbooks, cell or smart phones, or any other electronic device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the teachers; working with others on a project that was assigned individually; or securing answers in any other dishonest manner.

When academic dishonesty or plagiarism takes place at the elementary school level, it shall be addressed by the classroom teacher on an individual basis.

When academic dishonesty or plagiarism takes place at the middle or high school levels, it shall be reported by the teacher to the building principal.

| Middle School Action Schedule for Plagiarism and Academic Dishonesty | |
|---|---|
| 1st Offense | Zero on the assignment/project/test and parent/guardian notification |
| 2nd Offense | Zero on the assignment/project/test and discipline for a Level II offense as set forth the middle school administrative action schedule in Policy 218 |

| Middle School Action Schedule for Plagiarism and Academic Dishonesty | |
|---|---|
| 3rd and Subsequent Offenses | Zero on the assignment/project/test, and discipline for a third or subsequent Level II offense as set forth in the middle school administrative action schedule in Policy 218 |

The building principal may, if he/she considers an act of plagiarism or academic dishonesty sufficiently severe or disruptive to the school environment or a threat to the health, safety or welfare of others, treat any offense as a Level III offense, resulting in discipline for Level III offenses as set forth in the middle school administrative action schedule in Policy 218.

| High School Action Schedule for Plagiarism and Academic Dishonesty* | |
|--|--|
| 1st Offense | Zero on the assignment/project/test and parent/guardian notification |
| 2nd Offense | Zero on the assignment/project/test and discipline for a Level II offense as set forth in the High School Administrative Action Schedule in Policy 218 |
| 3rd and Subsequent Offenses | Zero on the assignment/project/test and discipline for a third or subsequent Level II offense as set forth in the High School Administrative Action Schedule in Policy 218 |

The building principal may, if he/she considers an act of plagiarism or academic dishonesty sufficiently severe or disruptive to the school environment or a threat to the health, safety or welfare of others, treat any offense as a Level III offense, resulting in discipline for Level III offenses as set forth in the high school administrative action schedule in Policy 218.

If a student is found to have committed academic dishonesty or plagiarism, the National Honor Society advisor will be notified.

ELEMENTARY STUDENT EXPECTATIONS

- I. **ELEMENTARY CODE OF CONDUCT:**
- Students will respect everyone’s right to learn
 - Students will choose ways to resolve conflict without fighting
 - Students will accept others for who they are and respect differences
 - Students will show proper respect for:

- ✓ Themselves
- ✓ Other students
- ✓ Adults
- ✓ School Property
- ✓ Personal property

II. STUDENT JOB DESCRIPTION

My education is important. To the best of my ability, I will:

- Be a good citizen of school
- Arrive at school on time every day
- Complete my homework and be prepared every day
- Be a cooperative learner
- Ask for help when I need it
- Help others when possible
- Demonstrate a positive attitude
- Follow school and classroom rules

Students have the responsibility to conduct themselves according to the Code listed above and to meet their responsibilities by following the Student Job Description. Students who fail to do so will be subject to follow the schedule of disciplinary action.

ADMINISTRATIVE ACTION ELEMENTARY & SECONDARY (BOARD POLICY 218, 218AG1)

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

- Parents/Guardians
- Teachers
- Guidance counselor
- Social worker/counselor
- Community or religious resource personnel
- Social agencies
- Psychologist

The breach of discipline within the schools will probably fall into two major classes of offense:

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

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

SCHOOL OFFENSES

Any student subjected to disciplinary action which involves his/her removal from the normal classroom environment is still to demonstrate mastery of all subject matter for advancement to the next grade level. It is the responsibility of the student subjected to such disciplinary action to ensure that s/he remains current with course subject matter and that s/he arrange with the Administration for the taking of any examinations missed due to his/her absence from school. Parents/Guardian of said student shall be notified immediately by phone, if possible, and in writing when a student has been suspended externally from class.

Possession, distribution or use of alcoholic beverages or drugs will result in the application of Policy 227.

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

I. ELEMENTARY SCHOOL DISCIPLINARY ACTION SCHEDULE:

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

A. LEVEL I

1. Possession/use of personal technology/electronic devices in violation of Policy 237 (including misuse of the internet)
2. Disrespect to peer(s)
3. Student Integrity (Policy 218.3)

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

B. LEVEL II

1. Cutting class
2. Smoking, tobacco and vaping products, non-tobacco products (Policy 222)
3. Insubordination
4. Fighting
5. Defacing school property
6. Violation of Student Acceptable Use of Internet, Computers and Network Resources (Policy 252) (including misuse of the internet)
7. Verbal assault
8. Intimidation
9. Foul and abusive language/gestures
10. Theft
11. Peer conflict/disrespect/disturbance
12. Possession/use of personal technology devices in violation of Policy 237 (including misuse of the internet)
13. Student Integrity (Policy 218.3)
14. Other more serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

C. LEVEL III

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

or on school property, or while under school supervision or jurisdiction

II. ELEMENTARY SCHOOL ADMINISTRATIVE ACTION

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

A. LEVEL I

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

1. Verbal reprimand
2. Detention
3. Restrictions
4. Parental notification/conference
5. Internal suspension

B. LEVEL II

Disciplinary options may include, but are not limited to, any Level 1 discipline plus any one or more of the following:

1. Parental conference
2. Restrictions
3. External suspension(except in the case of truancy)
4. Notification of local law enforcement agency (who may take action in addition to the penalties set forth herein).

C. LEVEL III

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

1. A first offense may result in a 10-day external suspension from school.
2. A second offense may result in a 10-day external suspension from school and a Board hearing shall be held with administration recommendation for exclusion of the student for the remainder of the school year.

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

For students attending the cyber program or by other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.

III. SECONDARY DISCIPLINARY ACTION SCHEDULE

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

A. LEVEL I

1. Unexcused lateness to school (*HIGH SCHOOL ONLY*)
2. Unexcused lateness to class
3. Not reporting to detention
4. Failure to sign in at attendance
5. Student Integrity (Policy 218.3)
6. Not reporting to Saturday School (1st offense)
7. Other minor infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction.

B. LEVEL II

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

C. LEVEL III

1. Theft
2. Physical assault
3. Possessing a weapon
4. Arson, false alarm, or 911 call
5. Bomb Threats
6. Vandalism
7. Controlled substance/paraphernalia (Policy 227)
8. Extortion
9. Discrimination/Title IX Sexual Harassment
10. Intentional contact
11. Terroristic threats (Policy 218.2)
12. Bullying/Cyberbullying (Policy 249)
13. Student Integrity (Policy 218.3)
14. Hazing (Policy 247)
15. Sexual Assault
16. False Safe to Say Report
17. Commission of any act punishable under the Pennsylvania Crimes Code
18. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

IV. SECONDARY ADMINISTRATIVE ACTION

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

A. LEVEL I

1. Unexcused lateness to school (*HIGH SCHOOL ONLY*):
 - (a) Each of the first four (4) offenses in a semester will be recorded in the student's file.
 - (b) Fifth, sixth, seventh and eighth offenses in a semester will result in the student receiving one day of after school detention for each offense for students attending in person programs. For student in the cyber program or other virtual program, the fifth, sixth, seventh and eighth offenses in a semester will result in a parent conference with teaching and cyber adminis
 - (c) Upon the recording of the ninth or more lateness in a semester, the result will be one day of Saturday School.
2. Unexcused lateness to class:
 - (a) One (1) day of after school detention will be assigned for

each offense for students attending in person programs. For students in the cyber program or other virtual platform, the fifth, sixth, seventh and eighth offenses in a semester will result in a parent conference with teaching and cyber administration.

- (b) Upon recording of the ninth or more lateness in a year, the student will be assigned one day of Saturday School.
- 3. Not reporting to detention/late room:
 - (a) One (1) day of Saturday School
- 4. Failure to sign in at attendance:
 - (a) One (1) day of after school detention will be assigned for each offense for students attending in person programs. For students in the cyber program or other virtual platform, the fifth, sixth, seventh and eighth offenses in a semester will result in a parent conference with teaching and cyber administration.
 - (b) Upon recording of the ninth or more failure to sign in at attendance, the student will be assigned one day of Saturday School.
- 5. Student Integrity
 - (a) see Policy 218.3
- 6. Not Reporting to Saturday School (1st offense)
 - (a) One-day external suspension and the student must repeat the Saturday School
- 7. Other minor infractions of unacceptable behavior in or on school property or while under school supervision or jurisdiction:
 - (a) First, second, third and fourth offenses will result in a detention for students attending in person programs. For students in the cyber program or other virtual platform, the fifth, sixth, seventh and eighth offenses in a semester will result in a parent conference with teaching and cyber administration.
 - (b) Upon recording of the fifth or more Level I offense, the student will receive a day of Saturday School.

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

B. LEVEL II

1. With the exception of smoking/tobacco and vaping products/ non-tobacco products use, fighting, verbal assault, and cutting Saturday School, these offenses, being of a more serious nature than Level I offenses, will result in the following action:
NOTE: The offense may be a repeat of a prior Level II offense or combination of offenses. Some Internet violations may result in appropriate legal action.
 - (a) The first, second, third, and fourth offense will result in one day of Saturday School for each offense.
 - (b) A fifth offense will result in a three-school-day external suspension and a mandatory principal conference with the parent and student.
 - (c) A sixth offense will result in a five-school-day external suspension. An informal hearing shall be held with the parents/guardians and the student and a meeting will be scheduled with the parents/guardians and student to meet with the Superintendent or his/her designee.
 - (d) A seventh offense will result in a ten-school-day external suspension from school and a Board hearing may be held with administration recommendation for exclusion of the student from school for the remainder of the school year.
2. Smoking/tovacco and vaping products/non-tobacco use and verbal assault will result in the following action:
 - (a) Each offense will result in a three-school-day external suspension.
 - (b) If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II(1)(b) or higher level guidelines set forth above.
 - (c) If the first offense is the seventh or subsequent Level II offense, the administrative action shall follow the Level II (1) (d) or higher level guidelines set forth above.
3. Fighting will result in the following action:
 - (a) Each offense will result in a three to five-school-day external suspension and local law enforcement agency will be notified, which may take action in addition to the penalties may set forth herein.
 - (b) If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II(1)(b) or

higher level guidelines set forth above and local law enforcement agency will be notified, which may lead to further action in addition to the penalties set forth herein.

4. Not reporting to Saturday School will result in the following action:
 - (a) A first offense will result in a one-school-day external suspension and the student must repeat the Saturday School.
 - (b) A second or more offense will result in a one-school-day external suspension, repeating the Saturday School and will be recorded as a Level II offense.
 - (c) If the offense is the fifth or more Level II offense, the administrative action shall follow the Level II(1)(b) or higher level guidelines set forth above.
5. Student Integrity
 - (a) See Policy 218.3

The administrator may, if he/she considers a Level II offense sufficiently severe or disruptive to the school environment, provide up to a three (3) day external suspension for any Level II offense.

C. LEVEL III

The offenses in this class are of a nature that their commission represents a violation of law and are subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment.

The local law enforcement agency will be notified on all Level III offenses and may take action in addition to the penalties set forth herein. In addition, the following action will be taken:

1. A first offense may result in a 10-day external suspension from school.
2. A second offense may result in a 10-day external suspension from school and a Board hearing shall be held with administration recommendation for exclusion of the student for the remainder of the school year.

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

For students attending the cyber program or other virtual platform, depending on the nature and severity of the infraction, the Cyber Administrator may limit access to the internet or the network at any level of offense.

V. DEFINITIONS & SPECIAL NOTES

- A. Bullying** – Is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting, that is severe, persistent or pervasive; and has the effect of doing any of the following: (1) substantially interfering with a student’s education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school. Example of acts or series of acts that may constitute bullying if it meets the preceding definition include, but are not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; put-downs; name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation. Bullying behavior accomplished through electronic mediums, including but not limited to, computers, Internet, instant messaging, email, and social networking sites shall be subject to this policy. Bullying includes cyberbullying. (See Policy 249).
- B. Discrimination** – Discrimination is defined in accordance with the definitions found in Policy 103.
- C. Disrespect to Peer(s)** – Teasing and name calling – oral or written that does not rise to the level of bullying.
- D. Extortion** – Intentionally obtaining or withholding property of another by threatening to (1) inflict bodily harm on anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.
- E. False Safe2Say Report** - knowingly or intentionally making a false Safe2Say report.
- F. Fighting** – An encounter with blows or other physical contact involving two or more students.
- G. Forgery** – Reproducing a parent’s or guardian’s signature, altering school records, other offenses as set forth in the Pennsylvania Crime Code, 18 Pa. C.S. §§ 4104 et.seq. as may be amended, or other similar actions.
- H. Foul and Abusive Language/Gestures** – Use of language or gestures that is vulgar, profane, or lewd.
- I. Hazing** – is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure

to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of an individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in the definition upon which the initiation or admission into or affiliation with or continued membership in an organization directly or indirectly conditions shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding. Hazing when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: violate federal or state criminal law; consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm; endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements; endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment; endure brutality of a sexual nature or; endure any other activity that creates a reasonable likelihood of bodily injury to the student. For purposes of this policy, hazing also includes aggravated hazing and organizational hazing (See Board Policy 247).

- J. **Insubordination** – Refusing to follow a reasonable directive of either a school district professional employee or administrator acting within the scope of his/her authority.
- K. **Intentional Contact** – Intentionally causing contact with another, when such contact is neither invited or provoked and the purpose of such contact is insubordination, harassment, extortion or the threat or suggestion of physical assault. Intentional shoving, hitting, kicking, slapping, bumping, holding, pushing and throwing objects with a wrongful purpose are examples of such conduct. Unintentional or inadvertent conduct, reflexive conduct or conduct taken in the reasonable belief of self-defense or invitational, or conduct by a student with a recognized disability which affects his or her ability to control his or her actions, are not included. Even if provoked, persisting in such contact when a reasonable opportunity to stop is available, shall be included.

- L. **Intimidation** – To frighten or make timid another student by threats, bullying, or other aggressive actions or language.
- M. **Minor Bus Problems** – Those behaviors that are not chronic or jeopardize the safety of others.
- N. **Misuse of the Internet** – Obtaining access to the Internet intentionally and without proper authorization or misuse of the Internet which can be viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language or any violation of local, state or federal laws relating to use of the Internet. (Policies 237, 252)
- O. **Personal Technology/Electronic Device** – Any device capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data, not owned by the District. These include, but are not limited to, such devices as cellular telephones, smartphones, handheld computers, laptop computers, tablet computers, digital musical players, including without limitation iPods and MP3 players, and digital and video cameras.
- P. **Physical Assault** – (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; (2) negligently causes bodily injury to another with a deadly weapon; (3) attempts by physical menace to put another in fear of imminent serious bodily harm; or (4) any offense prohibited by Chapter 27, “Assault”, of the Pennsylvania Crimes Code (18 Pa. C.S.A. § 2701 et seq; and as may hereafter be amended).
- Q. **Plagiarism** – Intentionally or unintentionally stealing and using the idea, structure, language, context or writings of another as one’s own without crediting the original author through parenthetical documentation, footnotes or bibliography.
- R. **School Personnel** - Any school board member, school employee, agent, volunteer, contractor or other person subject to the supervision and control of the District.
- S. **Sexual Assault** - Sexual offenses as defined in Chapter 31 of the Pennsylvania Crimes Code.
- T. **Student Integrity** – a violation of the student integrity policy (Board Policy 218.3), which includes, academic dishonesty. Academic dishonesty is the act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. Academic dishonesty includes, but is not limited to, a student copying an assignment or test and submitting it as his/her own; allowing someone to copy an assignment or test and submit it as his/her own; unauthorized use of or communicating with notes, calculators, computers, textbooks, cell or smart phones,

or any other electronic device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the teachers; working with others on a project that was assigned individually; or securing answers in any other dishonest manner. Plagiarism (defined herein) is also a violation of the student integrity policy.

- U. Terroristic Threats** – A threat communicated either directly or indirectly to commit any crime of violence with the intent to: terrorize another; cause evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror, or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.
- V. Theft** – Withholding property of another permanently or for such an extended period as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make unlikely that the owner will recover it; or any offense prohibited by Chapter 39, “Theft and Related Offenses”, of the Pennsylvania Crime Code (18 Pa. C.S.A. § 3901 et seq. and as may hereafter be amended).
- W. Title IX Sexual Harassment** - Title IX Sexual Harassment is defined in accordance with the definitions in Policy 103.
- X. Tobacco, Smoking and Vaping products**; Non-tobacco products— State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (ecigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following: Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah. Any product containing, made or derived from either: Tobacco, whether in its natural or synthetic form; or Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Student smoking of any non-tobacco products or the possession of nontobacco products in a form in which they may be smoked,

including but not limited to non-tobacco cigarettes, cigars and little cigars (collectively “nontobacco products”) is prohibited.

- Y. Vandalism** – Damaging tangible and intangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible and intangible property of another.
- Z. Verbal Assault** – Verbally addressing a teacher with lewd, vulgar or profane language and in an aggressive or otherwise disrespectful manner.
- A1. Weapons in the School** – Weapons and replicas of weapons are forbidden on school property. Weapons shall be any animate or inanimate device, instrument, materials or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, pepper spray, firearm, shotgun, rifle, replica of a weapon, and any tool, instrument or implement capable of inflicting serious bodily injury, including: metal knuckles; straight razors; explosives, noxious, irritating or poisonous gases; poisons; drugs or other items fashioned to use, sell, harm, threaten or harass students, staff members, parents/guardians, patrons or any other person. (See Board Policy 218.1)

SPECIAL NOTES:

- (1) Defacing school property and vandalism represent the same type of deviant behavior. For purposes of response, damages in excess of \$10 will be considered as vandalism while those of less than \$10 will generally be considered as defacing school property. In cases of less than \$10 in damages, discretion may be exercised by the Administrator in classifying the action as vandalism based on extenuating circumstances, e.g. repeated offenses. In all cases, however, restitution will be sought with the application of disciplinary action as stated in the policy.
- (2) Discrimination/Title IX Sexual Harassment as a Level III offense may be found where there is a repeated course of conduct or a single aggravated incident. The determination of the appropriate level of the offense will be made by the compliance officer/Title IX Coordinator and reviewed in accordance with the procedures set forth in the school district’s Policy 103.
- (3) Pursuant to subsection "a" of the statute 1317.2 of the Pennsylvania School Code, a school district or area technical college high school shall expel for a period of not less than one year, any student who is determined to have brought a weapon onto any school property,

any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Incidence of students possessing weapons will be reported to the student's parents/guardians and shall be reported to the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. However, weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authority.

- (4) Possession/use of personal technology/electronic devices in violation of Policy 237 is a Level II offense where an administrator considers the student's actions sufficiently severe or disruptive to the school environment.

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

DUE PROCESS(BOARD POLICY 233, 233AG1)

Due process procedure shall be followed in all cases of exclusion and suspension in accordance with Board Policies 233 and 233AG1-Suspension and Expulsion

AFTER-SCHOOL DETENTION

The administration or any teacher, may, if necessary, detain a student for disciplinary reasons after school hours. Detention on one day is to be for a maximum of 60 minutes.

The following should be observed when detaining a student:

1. Students are to be given 24 hours notice so that they can inform their parents/guardians of the detention and arrange for transportation after the detention.
2. If a teacher feels that 60 minutes is not sufficient, then another day of detention can be assigned to the student.
3. Students are never to be left alone during their detention. They must always be supervised by the detaining teacher.
4. Occasionally a pupil requests to be excused from his detention for that particular day. This decision will be made by the teacher who

assigned the detention. Sometimes, due to family situations and emergencies, it is best that the student's request be honored. However, it is suggested that the teacher call the pupil's parents/guardians, if in doubt.

SATURDAY SCHOOL (MIDDLE SCHOOL AND HIGH SCHOOL)

For disciplinary reasons, the administration may assign a student to Saturday School which shall be conducted in accordance with the following guidelines:

1. Doors for Saturday School will be open at 8:15 a.m. and will close at 8:30 a.m. Students are expected to report on time. It is the student's responsibility to have all necessary materials to complete any work.
2. A Saturday School absence will only be excused with a physician's note. In addition, the student must make up the missed day on the following scheduled Saturday.
3. Students who cut Saturday School for the first time will make up the day the following scheduled Saturday School and will receive one day of external suspension. Additional offenses will be handled in accordance with this Handbook and Board Policy 218.
4. Students who are assigned Saturday School will not participate in nor attend any extracurricular activities on the day assigned.
5. Students who cut Saturday School may be ineligible to participate in extracurricular activities until the originally assigned Saturday School day is served.
6. Students must remain quiet and constructively occupied with work throughout the entire morning (8:30-11:30 a.m.). Suggestions for work include school assignments, other work, silent reading, or assigned reflective writing.
7. Students are not permitted to bring food, candy or drink to Saturday School. Students are not permitted to display or use electronic devices in Saturday School.
8. While in Saturday School, students will be given two (2) warnings prior to being sent to the Administrator.
9. Sleeping or misbehaving will not be tolerated. Students who fail to follow the Saturday School rules will be charged with a Level II offense.
10. If Saturday School is cancelled due to inclement weather, a banner will be posted on the district website and there will be a voice message at 484-266-1000.

IN-SCHOOL SUSPENSION (ELEMENTARY)

In order to maintain greater control and provide more guidance for students whose disruptive behaviors force their temporary removal from the regular classroom, in-school suspension shall be conducted in the middle and elementary schools in conformance with the following guidelines:

1. Students will be assigned to in-school suspension by school administrators.
2. The administration will inform staff members of the names of those students assigned to in-school suspension. This will include notifying the student's counselor and the school social caseworker.
3. The administration will notify the parents/guardians in writing that a student has been assigned to in-school suspension, giving the reasons for such assignment, and a conference may be held prior to the student's readmittance to regular classes.
4. Each student assigned to the in-school suspension room will report with textbooks and assignments.
5. Credit may be given for all assigned class work completed during the period of suspension. This material is to be turned in the first day that student returns to regular class. The student may also make up any test or quiz given during his/her suspension. Evaluation of the class work and test/quiz shall be done by classroom teachers.
6. The in-school suspension teacher shall arrange appointments with guidance counselors, social workers, psychologist, or other appropriate persons for all students who are suspended a third time.
7. The school social worker will make a home contact with the parents/guardians of each student suspended for a second time.
8. The administration will request, in writing, a conference with the parents/guardians of those students who are suspended for a third time.
9. Students will not be readmitted to class until their assignment to the in-school suspension room has been fulfilled.
10. Students may not attend or participate in extracurricular activities while under in-school suspension.

ATTENDANCE (POLICY 204, 204AG1)

With certain exceptions, children from the ages of six (6) to eighteen (18), inclusive, must be in attendance at a school in which the subjects required by law and the State Board of Education are taught in the English language.

Excuse forms, shall be completed and turned in by the student, within three (3) days, after his/her return from an absence. The absence of any student failing to comply with this time period, will automatically become unlawful and relevant school laws shall be applied.

These procedures shall be followed in administering the West Chester Area School District attendance policies:

I. ELEMENTARY AND MIDDLE SCHOOL GUIDELINES

- A.** The parents/guardians of all students who miss ten (10) days shall be notified in writing of the student's absence record.
- B.** A parent/guardian conference may be requested by the administration when a student has missed a total of fifteen (15) days or more.
- C.** After twenty (20) or more days of absence, an informal review of the student's records, including days of absence, discipline, and academic, shall be made by the administration and recommendations, if any, shall be made in writing to the director regarding retention in grade.

II. HIGH SCHOOL GUIDELINES

- A.** Credit may be denied for those students who accrue more than twenty (20) cumulative absences in a year-long course. Credit may also be denied for those students who accrue more than ten (10) cumulative absences in a semester course.
- B.** Unlawful class absences due to truancy or cutting of class will result in a "45" F grade for all class work missed that day.

III. HIGH SCHOOL ADMINISTRATIVE PROCEDURE

- A.** Whenever a student misses ten (10) days (5 for a semester course) of cumulative absence or has been habitually late to school and has missed the same class seven (7) times, the student's counselor and grade level administrator shall meet with the student and review the attendance record. As a result of the meeting, the parent/guardian shall be notified in writing of the student's absence record. Parents/guardians may be notified that all absences beyond the tenth (10) absence will require a note from a licensed practitioner of the healing arts.
- B.** An Attendance Review Team (ART), consisting of the grade level administrator, counselor and other staff deemed necessary by the administrator, may review the student's absence record when a student has missed a total of ten (10) days (5 for a semester course) of cumulative absence or has been habitually late to school and has missed the same class ten (10) times. The team

shall hold a parent/guardian conference with the student to discuss the absence record. The administrator shall make the request for the conference in writing if the parent/guardian does not respond to a phone call.

- C. The team shall continue to monitor the student's absence record. When the student has missed a total of fifteen (15) days (8 for a semester course) of cumulative absence or has been habitually late to school or has missed the same class fifteen (15) times, the team shall review the record again and notify the parent/guardian in writing of the record and possible consequences.
- D. When a student has missed a total of twenty (20) days (10 for a semester course) of cumulative absence or has been habitually late to school or has missed the same class twenty (20) times (10 for a semester course), the ART may reconvene to review the student's absence record. The team shall determine if a RECOMMENDATION FOR NO COURSE CREDIT will be made to the principal.
- E. The principal shall review the recommendation by the team and make a final determination for NO COURSE CREDIT. If the principal supports the recommendation, the parent/guardian shall be notified in writing of the consequence. The decision of the principal shall be final.

IV. EARLY DISMISSALS

- A. Each school shall establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and into proper hands.
- B. No student may be released on the basis of an unvalidated telephone call or email address.
- C. Children of estranged parents/guardians may be released only upon the request of the parent who has actual or de facto custody. If there is a dispute concerning which parent has actual or de facto custody, the designated administrator should be contacted; but if s/he is unavailable, then the district's solicitor may be contacted.

V. ABSENCES

Absences will generally be recognized as cumulative or noncumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent. Noncumulative absences are absences that do not contribute to the specified days students may be absent.

A. CUMULATIVE ABSENCES

1. **EXCUSED ABSENCES** - Those absences where any

licensed practitioner of the healing arts or upon any other satisfactory evidence furnished, shows that a student is unable to attend school and/or classes, or is prevented from study because of illness or other urgent reasons including but not limited to the following:

- (a) A maximum of ten (10) days absence for students verified by a parent note. All absences beyond the seventh day of absence will require a note from a licensed practitioner of the healing arts.
- (b) Family vacation, pre-approved by the principal, at his/her sole discretion while school is in session, up to a maximum of five (5) days per school year. The following will be taken into consideration by the principal in granting permission for the trip:
 - The student's academic standing
 - The student's attendance record
 - The effect the absence will have on the student's educational welfare
 - The exceptionality of the request
- (c) In lieu of family vacation days, parents/guardians may use the five (5) designated days as parent notes for illness or other urgent reasons previously listed. No more than fifteen (15) total days may be excused via a parental note.

2. UNEXCUSED/UNLAWFUL ABSENCES - Any absence which does not meet the definition of an excused absence including, but not limited to the following:

- (a) Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from a licensed practitioner of the healing arts.
- (b) Any absence not excused by a note from a licensed practitioner of the healing arts after ten (10) absences or fifteen (15) total days of absences verified by receipt of parent excuses.
- (c) Truancy - frequent or prolonged absence without satisfactory reason, or willful violation of the compulsory attendance laws, which are subject to the penalties provided for in the school laws of Pennsylvania.
- (d) Class cut
- (e) Unlawful tardies Unlawful tardies and/or early dismissals. A tardy is defined as a minimum of one minute of lateness

to school. An early dismissal is considered leaving prior to the end of the student day more than 60 minutes early. Eight (8) tardies to school and/or early dismissals will be considered one (1) unlawful absence in grades K-8. Unlawful tardies and cutting class in grades 9-12 will be handed under discipline as a Level 1 offense.

- (f) Any absence due to a family vacation while school is in session after the fifth (5th) of the five (5) day maximum per school year.

For students who are eighteen (18) or older and not of compulsory age, unlawful absences shall be unexcused absences.

B. NONCUMULATIVE ABSENCES

1. Suspensions from school
2. Illness verified by a note from a licensed practitioner of the healing arts submitted within three (3) days of a student's return
3. Death in the family when accompanied by a note within three (3) days of a student's return. Up to 5 days will be approved for an immediate family member. If services are occurring outside of the country, any additional days will need to be approved by the building administrator.
4. Religious holidays when accompanied by a note within three (3) days of a student's return.
5. Pre-approved college visits when College Visit Permission/ Verification Form 204AG2 is submitted.
6. Court hearings involving Children, Youth & Family or Juvenile Probation Officer.
7. A student can be excused from school to participate in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The organization or unit must provide the student with a signed excuse detailing the date, location and time of the event or funeral. The student must furnish the excuse to the school district prior to being excused.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, or family emergency. Please review Policy 204AG1 and 204AG3 for additional absence guidelines.

WC CYBER PROGRAM ATTENDANCE GUIDELINES (BOARD POLICY 204AG3)

In order to be successful in the WC Cyber Program, students are required to complete schoolwork as they would if they were to attend a physical school. For students in grades K–5, attendance will be taken in several ways. Teachers will count students present as work is posted in Seesaw and/or Schoology, or, they can confirm attendance via email from a parent/ caregivers. For students in grades 6-12, student attendance will be taken daily by the Cyber Teacher. To be marked “Present” for a day of cyber instruction, the student must log into the Cyber Homeroom course and complete the “Daily Check-In” form by 10:45 a.m. Students who fail to complete the daily attendance procedures and requirements by 10:45 a.m. will be marked as absent. The Cyber Teacher will send the attendance to the building attendance secretary for all cyber students.

Parents/Guardians shall provide a written explanation for the absences of a student. These shall be required in advance for types of absence where advance notice is possible.

Excuse forms shall be completed and turned in by the student within three (3) days after return from an absence. The absence of any student failing to comply with this time period will automatically become unlawful and the relevant school laws shall be applied.

See 204AG3 - Attendance Guidelines - WC Cyber Program for more details.

TRUANCY

Frequent or prolonged absence, without satisfactory reason, or willful violation of the compulsory attendance laws, shall be handled in conformity with the procedures applicable under federal, state and local law, as well as any applicable Board Policy.

PERSONAL TECHNOLOGY DEVICES (POLICY 237)

Personal Technology Devices shall only be permitted and utilized in accordance with this Handbook and Board Policy 237. Violations of Policy 237 may result in disciplinary action and may result in confiscation of the personal technology device by school personnel and/or transfer of personal technology to law enforcement agencies.

Personal Technology/Electronic Devices are defined as any device capable

of capturing, storing, and/or transmitting information, including text, audio, and/or video data, not owned by the District. These include, but are not limited to, such devices as:

- ▶ cellular telephones and smartphones
- ▶ handheld, tablet, and laptop computers
- ▶ digital music players, including without limitation iPods and MP3 players
- ▶ digital and video cameras.

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

The District will monitor the use of all personal technology and, if connected to the Network, monitor and log Network utilization which may include packet inspection. The District reserves the right, in its sole discretion, to inspect, copy, remove, or otherwise alter any data, file, or system resources, encrypted or unencrypted, which may undermine authorized use of the Network or the Internet.

In addition, the use of personal technology shall not violate local, state, or federal law, District policies including Acceptable Use of Internet, Computer and Network -252 or the District Discipline Policy 218. The student may not bring personal technology if the student or student's parents/guardians have opted out of the Acceptable Use Policy.

- 1. Devices with Cellular or Satellite Connectivity** - Students shall not use cellular or satellite connectively except when granted permission by the building administrator for the following reasons: (1) health, safety, or emergency reasons; (2) an individualized education program (IEP); (3) Classroom or instructional-related activities, as outlined in this policy; or (4) other reasons determined appropriate by the building principal.
- 2. Devices without Cellular or Satellite Connectivity (including tablet and mobile computers, digital music players and digital and video cameras)** - Use of these devices shall be restricted to classroom or instructional-related activities. Personal technology can be connected to the Network, including access to the Internet, under the following conditions:
 - a. The student must follow the process defined by the Department of Technology for connecting personal technology to the District Network.
 - b. A Bring Your Own Technology Agreement must be filled out annually and returned to the Office of Technology prior to accessing the Network or Internet. Personal technology

discovered on the District Network without a completed form may be confiscated by building administration or the Office of Technology.

- c. The District retains the right to determine where and when personal technology may access the Network. The District has preferred access to the Network and all Network devices.
- d. As applicable, all personal technology should be running up-to-date virus detection software and operating system critical updates prior to accessing the Network.
- e. Software residing on Personal technology must be personally owned. The student must be able to provide evidence of proper licensing for all software installed on the Personal Technology Device when requested.
- f. District-owned software may not be installed on personal technology without written permission from the District.
- g. Any software or application that degrades Network performance that consumes resources and/or bandwidth, or that is prohibited by District technology guidelines must not be used while connected to the Network. This may include instant messaging, an ISP client, file sharing, streaming applications, and any software identified as a threat to District computer security.
- h. Installation of a Network device such as a personal wireless access point, router, hub or switch is prohibited.
- i. Users may not create, implement, or host their own servers or services while using personal technology at any time.
- j. Users may not run software or take any actions that evade or interfere with the District's ability to monitor Network use, scanning or reconnaissance or have the ability to "hack" into or in any way access private and/or confidential WCASD or other third party resources or information.
- k. File storage on the Network is limited to schoolwork only.
- l. The District is not responsible for any equipment, cabling, or software needed to connect to the Network or technology resources. The District will provide no technical support for the personal technology.
- m. The Director of Information Technology, Superintendent, or designee has the right to deny the connection of personal technology to the Network. Personal technology may be removed from the District Network at any time or for any reason on the recommendation of personnel listed above.

Personal technology devices/electronic devices that have the capability

to take photographs or to record audio or video shall not be used for such purposes while on District property, under District supervision or while a student is engaged in District-sponsored activities unless expressly authorized in advance by the building Principal or designee.

The District shall not be liable for the loss, damage or misuse of any personal technology brought to school by a student or to the inadvertent loss of data or interference with files for any reason. The user of the personal technology shall bear the costs of ensuring compliance with District Policy 237. Responsibility for the maintenance and repair of personal technology rest solely with the student.

BULLYING/CYBERBULLYING (POLICY 249)

The West Chester Area School District recognizes that bullying and intimidation have a negative effect on the learning environment. Students who are intimidated and fearful cannot give their education the single-minded attention needed for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

All forms of bullying is prohibited.

I. SCHOOL PERSONNEL INTERVENTION

The District expects school personnel who observe or become aware of an act or series of acts that s/he believes to constitute bullying to take immediate, appropriate steps to intervene, unless such intervention would be a threat to the school personnel's safety. If the school personnel are unable to intervene, believe that his/her intervention has not resolved the matter, or the objectionable action persists, s/he shall report the bullying to the school principal or his/her designee for further investigation.

II. REPORTING BY STUDENTS OR PARENTS/GUARDIANS

The District expects students and parents/guardians who observe or become aware of an act or series of acts that they believe to constitute bullying to report it to the school principal or his/her designee for further investigation.

III. INVESTIGATION PROCEDURES

Upon learning of a bullying incident, the principal or his/her designee shall contact the parents/guardians of both the alleged aggressor and the alleged subject of the aggression, interview both students and thoroughly investigate. This investigation may include, but is not limited to, interviews with students, parents/guardians and school

personnel; review of school records; and identification of parent and family issues. All employees shall cooperate with any investigation conducted under this policy or by any local, state or federal agency.

IV. CONSEQUENCES/INTERVENTION

Students found to have bullied others shall be subject to the consequences set forth in Board Policy 218/218.AG1, Student Discipline. Further, students may be subject to counseling.

Depending on the severity of the incident, the principal or his/her designee may also take appropriate steps to ensure student safety. These may include, but are not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

The District may elect to develop and implement bullying prevention, intervention or educational programs.

V. RETALIATION & FALSE CHARGES

Retaliation against students, school personnel or other persons who report bullying pursuant to this policy or who participate in any related proceeding is prohibited. The Board deems retaliatory acts as harmful as bullying acts and shall take appropriate action against students who retaliate against any student, school personnel or other person who reports alleged bullying or participates in related proceedings. Such action may include discipline up to and including expulsion. *Students who knowingly make false charges of bullying or retaliation shall be subject to disciplinary action up to and including expulsion.*

VI. DEFINITIONS

A. Bullying - an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive; and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school.

Examples of acts or series of acts that may constitute bullying if it meets the preceding definition include, but are not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation.

Bullying behavior accomplished through electronic mediums, including but not limited to, computers, Internet, instant

messaging, email, and social networking sites shall be subject to this policy. Bullying includes cyberbullying.

- B. School Setting** - in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT (POLICY 103)

It is the policy of the district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability. It is also the policy of the district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex.

Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited on school property, and at or, in the course of, district sponsored programs or activities, including and on any conveyance providing transportation to or from a school entity or school-sponsored activities.

Violations, including acts of retaliation or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures

The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341

email: julmer@wcasd.net

Phone: 484-266-1006

FOR PURPOSES OF THIS POLICY, THE FOLLOWING DEFINITIONS APPLY:

Discrimination

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

Harassment is a form of discrimination based on protected classification listed in this policy, consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs,

offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and when such conduct is:

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

Title IX Sexual Harassment

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 1. Length of relationship.
 2. Type of relationship.
 3. Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

b. Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

c. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

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

Discrimination Complaint Procedures:

Step 1 – Reporting

A student or individual who believes they have been subject to discrimination by any student, employee or third party is encouraged to immediately report the incident to the building principal using the Discrimination/Sexual Harassment/ Retaliation Report Form or by making a general report verbally or in writing to the building principal.

Any person with knowledge of discrimination in violation of Board policy or this procedure is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to discrimination shall immediately report the incident to the building principal. Additionally, employees who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

The building principal shall immediately notify the Compliance Officer/ Title IX Coordinator of the reported discrimination.

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/Title IX Coordinator.

The complainant or reporting individual shall be encouraged to use the Discrimination/Sexual Harassment/Retaliation Report Form, however, complaints shall be accepted in person, by telephone, by mail or email, or by any other means that results in the appropriate individual receiving the individual's verbal or written report. Verbal reports shall be documented

using the Discrimination/Sexual Harassment/ Retaliation Report Form, and these procedures shall be implemented.

The Compliance Officer/Title IX Coordinator shall review reports and complaints, and may gather additional information from the individual submitting the report and other parties identified in the report using the Discrimination/Sexual Harassment/ Retaliation Report Form. The Compliance Officer/Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary.

The Compliance Officer/Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in this administrative guideline, or if the reported circumstances meet the definition and parameters of Title IX sexual harassment, or other applicable Board policies.

If the Compliance Officer/Title IX Coordinator determines that the report should be addressed through the discrimination complaint procedures, the Compliance Officer/Title IX Coordinator shall be notified and the complaint procedures in this administrative guideline implemented.

When any party is an identified student with a disability, or thought to be a student with a disability, the Compliance Officer/Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken for the party, while the discrimination complaint procedures are implemented.

Step 2 – Initial Communications

The complainant shall be informed about the Board's policy on discrimination, including the right to an investigation of both verbal and written reports of discrimination.

The building principal or designee, in consultation with the Compliance Officer/Title IX Coordinator, where appropriate may implement appropriate measures to protect the complainant and others if necessary during the course of the investigation.

The building principal or designee may provide to the complainant factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. The person accepting the complaint shall handle the report objectively, neutrally and professionally.

The building principal or designee shall seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18), and inform parents/guardians of the complainant that the complainant may be accompanied by a

parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, the building principal or designee shall explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination that affects other students, or where it does not impact other legal obligations of the district.

The building principal or Compliance Officer/Title IX Coordinator shall provide relevant information on resources available in addition to the discrimination complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources, including counseling resources.

Informal Remedies -

At any time after a complaint has been reported, if the Compliance Officer/Title IX Coordinator believes the circumstances are appropriate, the Compliance Officer/Title IX Coordinator may, but is not required to, offer the parties involved in the complaint the opportunity to participate in informal remedies to address the reported conduct. Informal remedies can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, restorative practices, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services, or other measures to support the parties.

If the matter is resolved to the satisfaction of the parties, the district employee facilitating the informal remedies shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation to indicate agreement with the resolution and receive a copy, and forward it to the Compliance Officer/Title IX Coordinator.

The Compliance Officer/Title IX Coordinator shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies, and shall document all appropriate actions.

*If the informal remedies result in the final resolution of the complaint, the following steps are not applicable.

Step 3 – Investigation

The Compliance Officer/Title IX Coordinator shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer/Title IX Coordinator or an attorney and shall promptly assign the investigation to that individual.

The investigator shall assess the anticipated scope of the investigation, who needs to be interviewed and what records or evidence may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the respondent may suggest additional witnesses and provide other evidence during the course of the investigation.

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

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the law enforcement authorities about the allegations in accordance with existing procedures.

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

Step 4 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer/Title IX Coordinator within thirty (30) school days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer/Title IX Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The investigative report shall include a summary of the investigation,

a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated Board Policy 103 and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discrimination shall consider the record as a whole and the totality of circumstances in determining whether a violation of Board policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the respondent shall be informed of the outcome of the investigation, including the recommended disposition, within a reasonable time of the submission of the written investigative report, to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Step 5 – District Action

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

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of Policy 103 or these procedures, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

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

Appeal Procedure

If the complainant or the respondent is not satisfied with a finding made pursuant to these procedures or with recommended corrective action, they may submit a written appeal to the Compliance Officer/Title IX Coordinator within fifteen (15) school days of receiving notification

of the outcome of the investigation. If the Compliance Officer/Title IX Coordinator investigated the complaint, such appeal shall be made to the Superintendent.

The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

The person handling the appeal shall prepare a written response to the appeal within twenty (20) school days.

Copies of the response shall be provided to the complainant, the respondent and the investigator who conducted the initial investigation.

Title IX Sexual Harassment Grievance Process for Formal Complaints

Step 1 – Formal Complaint

The district is required to initiate the grievance process for formal complaints when a complainant or the complainant's parent/guardian files a formal complaint. The Title IX Coordinator is also authorized to initiate this process despite a complainant's wishes when actions limited to supportive measures are not a sufficient response to alleged behavior, or when a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is an employee, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. Only the Title IX Coordinator is authorized to initiate the formal complaint process despite a complainant's wishes, but the Title IX Coordinator may consult with the school solicitor and other district officials in making this decision.

The complainant or the Title IX Coordinator shall use the designated section of the Discrimination/Sexual Harassment/ Retaliation Report Form to file or sign a formal complaint.

The Title IX Coordinator shall assess whether the investigation should be conducted by the building principal, another district employee, the Title IX Coordinator or an attorney and shall promptly assign the investigation to that individual.

The Title IX Coordinator, investigator, decision-maker, or any individual designated to facilitate the informal resolution process, each must have completed the required training for such roles as designated in Board policy and shall not have a conflict of interest or bias for or against an individual complainant or respondent, or for or against complainants or

respondents in general.

The respondent shall be presumed not responsible for the alleged conduct until a written determination regarding responsibility has been made at the conclusion of the grievance process for formal complaints.

Notice Requirements -

Upon receipt of a formal complaint, or when the Title IX Coordinator signs a formal complaint to initiate the grievance process for formal complaints, the Title IX Coordinator shall provide written notice to all known parties, and the parents/guardians of known parties where applicable, providing the following information:

1. Notice of the district's grievance process for formal complaints and any informal resolution process that may be available.
2. Notice of the allegations potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - a. The identity of the parties involved, if known.
 - b. The conduct allegedly constituting sexual harassment.
 - c. The date and location of the alleged incident(s), if known.
3. A statement that a written determination regarding responsibility shall be made at the conclusion of the grievance process for formal complaints and, until that time, the respondent is presumed not responsible for the alleged conduct.
4. Notice that parties may have an advisor of their choice, who may be, but is not required to be, an attorney. The advisor may inspect and review evidence.
5. Notice that Board policy and the district's Code of Student Conduct prohibits knowingly making false statements or knowingly submitting false information to school officials in connection with reports of misconduct or discrimination complaints.
6. Notice to all known parties of any additional allegations that the district decides to investigate during the course of the investigation.

Step 2 – Informal Resolution Process

The informal resolution process shall not offered or used to facilitate a resolution for any formal complaint where the allegations state that an employee sexually harassed a student.

At any time after a formal complaint has been filed, but prior to reaching a determination of responsibility, if the Title IX Coordinator believes the

circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process, which does not involve a full investigation and adjudication of the Title IX sexual harassment complaint.

The district may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal Title IX sexual harassment complaints. Similarly, a district may not require the parties to participate in an informal resolution process.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, restorative practices, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services, or supportive measures.

When offering an informal resolution process, the Title IX Coordinator shall:

1. Provide the parties a written notice disclosing the following:
 - a. The allegations.
 - b. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process for formal complaints.
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtain the parties' voluntary, written consent to the informal resolution process. As part of the consent process, all parties shall be informed of the rights being waived by agreeing to the informal resolution process, and shall acknowledge such agreement in writing.
3. The informal resolution process shall be conducted within ten (10) school days of the parties' signed agreement for the informal resolution process.

If the matter is resolved to the satisfaction of the parties, the district employee facilitating the informal resolution process shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within twenty (20) school days after the complaint is resolved in this manner, the Title IX Coordinator

shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies. The Title IX Coordinator shall document the informal resolution process, responses from all parties, and an explanation of why the district's response was not deliberately indifferent to the reported complaint of sexual harassment.

*If Step 2 Informal Resolution Process results in the final resolution of the complaint, the following steps are not applicable.

Step 3 – Investigation

The designated investigator, if other than the Title IX Coordinator, shall work with the Title IX Coordinator to assess the scope of the investigation, who needs to be interviewed and what records or evidence may be relevant to the investigation. The investigation stage shall be concluded within thirty (30) school days.

When investigating a formal complaint, the investigator shall:

1. Bear the burden of proof and gather evidence and conduct interviews sufficient to reach a written determination. During the process of gathering evidence, unless the district obtains the voluntary, written consent of the party, or the party's parent/guardian when legally required, the district cannot access, consider, disclose or otherwise use a party's records which are protected by legal privilege, such as those records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with providing treatment to the party.
2. Objectively evaluate all available evidence, including inculpatory and exculpatory evidence.
3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

However, the district may request a nondisclosure agreement be signed by the parties and their advisor(s), if any, stating that they will not disseminate or disclose evidence and documents exchanged in the investigation.

5. Provide the parties with the same opportunities to have others present during any interview or other meeting, including an advisor of the party's choice. The district may establish restrictions, applicable to both parties, regarding the extent to which the advisor may participate.

6. Provide written notice to any party whose participation is invited or expected during the investigation process with the following information, in sufficient time for the party to prepare to participate:

- a. Date.
- b. Time.
- c. Location.
- d. Participants.
- e. Purpose of all investigative interviews or other meetings.

7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations, including evidence the district does not intend to rely on to reach a determination regarding responsibility and any inculpatory and exculpatory evidence, whether obtained from a party or other source.

If at any point the investigation expands to include additional allegations that were not included in the initial notice provided upon initiation of the grievance process for formal complaints, the investigator shall alert the Title IX Coordinator. The Title IX Coordinator shall provide written notice of the new allegations to the known parties.

Prior to the completion of the investigative report, the investigator shall:

1. Send to each party and the party's advisor, if any, the evidence subject to inspection and review in electronic or hard copy format.
2. Provide the parties at least ten (10) school days following receipt of the evidence to submit a written response.
3. Consider the written response prior to drafting the investigative report.

The investigator shall draft an investigative report that fairly summarizes relevant evidence and shall provide the investigative report to all parties and to the designated decision-maker.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly inform law enforcement authorities about the allegations and make any additional required reports, in accordance with law, regulations and Board policy.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations,

including agreeing to request for a delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation and the reason for such delay shall be documented by the investigator.

In the course of an investigation, it is possible that conduct other than, or in addition to, Title IX sexual harassment may be identified as part of the same incident or set of circumstances. The fact that there may be Title IX sexual harassment involved does not preclude the district from addressing other identified violations of the Code of Student Conduct or Board policy. If such other conduct is being investigated and addressed together with Title IX sexual harassment as part of the Title IX grievance process for formal complaints, disciplinary action normally should not be imposed until the completion of the Title IX grievance process for formal complaints. A decision whether and when to take such action should be made in consultation with the school solicitor.

Step 4 – Written Determination and District Action

Designation of Decision-Maker -

To avoid any conflict of interest or bias, the decision-maker cannot be the same person as the Title IX Coordinator or the investigator. The responsibility as the decision-maker for complaints of Title IX sexual harassment shall generally be designated to the Assistant Superintendent.

If the Assistant Superintendent has a conflict of interest or is a party in the formal complaint process, they shall disclose the conflict and the Title IX Coordinator shall designate another individual to serve as the decision-maker.

Written Determination Submissions -

A written determination of responsibility (written determination) must not be finalized less than ten (10) days after the investigator completes the investigative report and provides it to all parties. Before the decision-maker reaches a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that a party wants to be asked of any party or witness, shall provide each party with the answers, and shall allow for additional, limited follow-up questions from each party.

Relevant questions for a party or witness must be submitted by each party within three (3) school days following receipt of the investigative report. Follow-up questions must be submitted by each party within three (3) school days of being provided the answers to the initial questions.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as part of the follow-up questions and responses, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The decision-maker shall explain to the party proposing the questions about any decision to exclude a question as not relevant.

Written Determination -

The decision-maker must issue a written determination for the conduct alleged in formal complaints. To reach this determination, the decision-maker shall apply the preponderance of the evidence standard, meaning that the party bearing the burden of proof must present evidence which is more credible and convincing than that presented by the other party or which shows that the fact to be proven is more probable than not.

In considering evidence, the decision-maker shall ensure credibility determinations are not based on an individual's status as a complainant, respondent or witness.

After considering all relevant evidence, the decision-maker shall issue a written determination that includes:

1. Identification of the allegations potentially constituting Title IX sexual harassment.
2. A description of the procedural steps taken from the receipt or signing of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of the district's Code of Student Conduct or Board policies to the facts.
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. Determination regarding responsibility.
 - b. Disciplinary sanctions.
 - c. Remedies designed to restore or preserve equal access to the district's education program or activity that will be provided by the district to the complainant. Such remedies may be punitive or disciplinary and need not avoid burdening the respondent.

6. The procedures, deadline and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination becomes final either:

1. On the date that the district provides the parties with the written decision of the result of the appeal, if an appeal is filed;
2. Or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely, in accordance with the timeframe established for appeals in this Attachment.

The Title IX Coordinator shall be responsible to ensure that any remedies are implemented by the appropriate district officials and for following up as needed to assess the effectiveness of such remedies. Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws and regulations, including specific requirements and provisions for students with disabilities.

Appeal Process

Districts must offer both parties the right to appeal a determination of responsibility and the right to appeal the district's dismissal of a Title IX formal complaint or any allegation in the Title IX formal complaint. The scope of appeals related to Title IX sexual harassment are limited to the following reasons for appeal as stated in the Title IX regulations:

1. A procedural irregularity that affected the outcome of the matter.
2. New evidence that that could affect the outcome was not reasonably available at the time the decision to dismiss or determination of responsibility was made.
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the individual complainant or respondent or for or against complainants or respondents generally that affected the outcome of the matter.

Written notice of a party's appeal shall be submitted to the Title IX Coordinator within five (5) school days after the date of the written determination. Notice of appeal shall include a brief statement describing the basis for the appeal.

The Title IX Coordinator shall ensure that the designated appeal authority is not the same person as the decision-maker that reached the determination, the investigator, or the Title IX Coordinator. The designated appeal authority shall be the Superintendent.

For all appeals, the designated appeal authority shall:

1. Provide written notice to the other party when notice of an appeal is filed and implement appeal procedures equally for both parties.
2. Provide both parties a reasonable, equal opportunity to submit a written statement in support of or challenging the stated basis for the appeal. Supporting statements shall describe in detail as applicable the procedural irregularities asserted to have affected the outcome of the determination, the nature of any new evidence asserted to have affected the outcome, and the nature of any bias asserted to have affected the outcome, with an explanation of how the outcome was affected by such factors. If evidence exists supporting the basis for appeal, it shall accompany the supporting statement, or it shall identify where such evidence may be found.

Supporting statements must be submitted to the appeal authority and provided to the other party within five (5) school days of the written notice of appeal.

Statements in opposition to the appeal shall be submitted within five (5) school days of the submission of supporting statements. If a statement in opposition to an appeal refers to any evidence beyond what is described in a supporting statement, it shall accompany the statement in opposition, or it shall identify where such evidence may be found.

The appeal authority may accept and consider evidence in support of or in opposition to an appeal in making any conclusions necessary to deciding the appeal. Alternatively, when the appeal authority determines that factors exist making it necessary for the decision-maker to further develop the evidentiary record relevant to the basis for appeal, the appeal authority may return the matter to the decision-maker for that limited purpose.

3. Determine whether the appeal meets the grounds for permitted reasons for appeal and justifies modifying the written determination.
4. Issue a written decision setting forth the respects, if any, in which the written determination is modified and the rationale for the result within twenty (20) school days.
5. Provide the written decision simultaneously to both parties. A copy of the written decision shall also be provided to the Title IX Coordinator.

II. MISCELLANEOUS

A. RETALIATION

DISCRIMINATION

Retaliation shall mean actions including, but not limited to,

intimidation, threats, coercion, or discrimination against a victim or other person because they report discrimination or harassment, participate in an investigation or other process addressing discrimination or harassment, or act in opposition to discriminatory practices.

TITLE IX

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report conduct that may constitute title ix sexual harassment in accordance with board policy and procedures, participate in an investigation or other process addressing title ix sexual harassment, or act in opposition to discriminatory practices.

B. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURE

Nothing in this Board Policy 103 shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

C. DISSEMINATION OF POLICY

Board Policy 103, including the complaint procedure shall be disseminated at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under Board Policy 103.

Please note that Policy 103 may be amended after this Handbook has been printed, please see on line version for most up to date information.

CONTROLLED SUBSTANCE/PARAPHERNALIA (POLICY 227)

The School Board finds that the possession, use, distribution or delivery of controlled substances by students while engaged in activities subject to control by the West Chester Area School District is a matter of concern and injurious to the health, safety and welfare of students.

Through curriculum, the Multi-tiered System of Supports Team (MTTS), community support and resources, strong and consistent administrative and faculty commitment, rehabilitative efforts, and disciplinary procedures, the District will strive to educate, prevent, and intervene in the use and abuse of all controlled substance by students.

The Board prohibits any student from knowingly possessing, using, transmitting, manufacturing, selling, distributing or being under the influence of any controlled substance during travel to and from school; on school property; in school buses, vans or other vehicles used by, owned by, leased by or under the control of the District; while participating in a school activity/ event held away from the school while under the supervision of the District as part of a cyber program or other virtual platform, or who conspires, aides, or abets the use, abuse, active possession, or constructive possession, of controlled substances.

The following rules, regulation and guidelines shall be used by all District personnel when situations involve students' unlawful possession, use, transmission, manufacturing, sale, distributing and/or abuse of controlled substance or paraphernalia.

Appropriate disciplinary action will be taken by the Board as outlined herein and in Policy 218 and 218-AG1.

Off Campus Activities:

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

1. The conduct occurs during the time the student is traveling to and from school, or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The conduct occurs while under the supervision of the District as part of a cyber program or other virtual platform.
3. 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.
4. Student expression or conduct materially and substantially disrupts 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.
5. The conduct has direct nexus to attendance at school or a school sponsored activity (ex. a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct/Discipline Action Schedule if conducted in school.
6. The conduct involves the theft or vandalism of school property.
7. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

I. LIMITATIONS

None of the provisions of Policy 237 shall be construed to prohibit or regulate a student's use, possession, or transportation of medication prescribed for that student by a licensed physician according to that student's needs.

II. MEDICATION

The administration of all medication shall be in accordance with Medication Administration Policy 210.

III. RESPONSIBILITY

All personnel of the school district shall report to their immediate supervisor any student, employee or other person who violates the Board's controlled substance prohibition.

The supervisors shall report such information to the Superintendent immediately and confirm the same in writing as soon as possible relating to the specific sequence of events in each case.

Incidents of possession, use, 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.

IV. SEARCH AND SEIZURE

Appropriate search and seizures on shall be conducted in compliance with Board Policy.

V. VIOLATION OF POLICY FOR POSSESSION AND/OR USE

A student who violates Policy 227 shall be subject to the following disciplinary, rehabilitative and punitive actions. The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use of controlled substances even if the same is not provided for specifically in any rule or regulation enumerated herein.

An infraction occurs when a student manufactures, uses, abuses, possesses, actively or constructively, is under the influences of controlled substances or drug paraphernalia during travel to and from school, on school property; in school buses, vans or other vehicles, used by or owned by, leased by, or under control of the District, or while participating in a school activity/event held away from school premises, or at any school sponsored activity anywhere, while under the supervision of the District as part of a cyber program or other virtual program, or who conspires, aides, or abets the use, abuse, active possession, or constructive possession, of controlled substances.

A. FIRST OFFENSE

1. The principal will be immediately notified of any violation of

Policy 227. The principal shall initiate appropriate disciplinary action in accordance with the District's Policies.

2. The principal or designee will meet with the student to ascertain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s) or guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.
4. The student may be sent home or removed from the school to receive medical attention if required. When parent(s) or guardian(s) cannot be reached, the principal or other school authority will decide to obtain medical treatment for the student or to temporarily isolate the student.
5. The principal will notify the appropriate legal authorities for investigation and disposition in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
6. The principal or designee will schedule a hearing in accordance with the District's Policy.
7. Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) days.

B. SECOND OFFENSE

Any person who violates this policy a second time commits a second offense. All requirements, procedures, due process and penalties that govern first offense under this policy will apply under the second offense. In addition, the following disciplinary action and requirements apply:

1. The student will obtain a drug and alcohol assessment and will comply with all assessment recommendations as a condition for readmission to school after the suspension or required rehabilitation. Any student who receives a second offense and who refuses to obtain a drug and alcohol assessment or who obtains the assessment and does not comply with the assessment recommendations will be recommended for expulsion. Expulsion is exclusion from school by the Board of School Directors for a period that exceeds ten (10) school days and may be permanent.

C. ADDITIONAL REQUIREMENTS

Any student who violates this policy (regardless of the number of offenses) will:

1. Be assessed by a licensed drug and alcohol designated facility or similar type alternative program approved by the administration, and comply with any recommendations from the evaluation and any recommendations that follow until the date of discharge from the provider, not to exceed one calendar year. If the recommendations are not followed, the student will be recommended for expulsion. Further, the student must successfully complete the assessment within seven days of the informal hearing, by a drug or alcohol facility or District approved program.
2. Parent(s) or guardian(s) may select similar type alternative programs for students to attend as specified in paragraph (1) above. However, parent(s) and guardian(s) must have the principal's written approval prior to any student's participation in an alternative program. Prior to receiving the principal's written approval for a student to attend an alternative program, parent(s) and guardian(s) must give written consent to the principal or designee to obtain all complete records when the student attends an alternative program. The District will not pay any expense incurred by the student, parent(s) or guardian(s) when the student participates in an alternative program.
3. While a student is suspended out-of-school and attending the alternate education program he/she shall not participate in or attend as a spectator any school sponsored activity. School related and/or school sponsored activities include, but are not limited to, clubs, musical groups, publications, athletics and other activities such as National Honor Society, student council and class activities (spirit week, homecoming, class trips, fund-raisers, dances, proms and commencement).
4. Eligibility for participation in school extracurricular activities (including athletics, clubs and organizations) shall be further limited in accordance with the Extra-Curricular Code of Conduct.
5. If the student refuses to participate in or does not successfully complete the programs mentioned herein, as scheduled by the District, the student will be recommended for expulsion.

VI. VIOLATION OF THE POLICY FOR DISTRIBUTION

A student who violates this Policy shall be subject to the following disciplinary, rehabilitative and punitive actions. The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use and distribution of controlled substances even if the same is not provided for specifically in any rule or regulation

enumerated herein. An infraction occurs when a student attempts to or succeeds in delivering, distributing or transmitting controlled substances or possesses with the intent to distribute, deliver or transmit.

A. FIRST OFFENSE

1. The principal will be immediately notified of any violation of this Policy. The principal shall initiate appropriate disciplinary action in accordance with the District's Policies.
2. The principal or designee will meet with the student who will explain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s) or guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.
4. The principal will notify the appropriate legal authorities for appropriate investigation and disposition in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
5. The principal or designee will schedule a hearing in accordance with the District's Policy.
6. Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) days and a Board hearing shall be held with administration recommendation for expulsion of the student from school for period to be determined by the Board.
7. Refer the student to an appropriate agency for counseling and treatment.
8. While a student is suspended out-of-school and attending the alternate education program, he/she shall not participate in or attend as a spectator any school sponsored activity. School related and/or school sponsored activities, include but are not limited to, clubs, musical groups, publications, athletics and other activities such as National Honor Society, student council and class activities (spirit week, homecoming, class trips, fund-raisers, dances, proms and commencement).
9. Eligibility for participation in school extracurricular activities (including athletics, clubs and organizations) shall be further limited in accordance with the Extra-Curricular Code of Conduct.

VII. ANABOLIC STEROIDS

In addition to consequence in Sections 5 and 6 of this Policy, anabolic steroid use bears additional consequences in regard to extracurricular participation.

The use of steroids by a student involved in extracurricular activities is prohibited, except 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 under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other District controlled substance (drug and alcohol) programs.

The following minimum penalties are prescribed for any student found in violation of the anabolic steroid regulations required above, in addition to those consequences found in Sections 5 and 6. Violation of those rules and regulations include:

A. FIRST OFFENSE

The student shall be suspended from school athletics and extracurricular activities for the remainder of the season.

B. SECOND OFFENSE

The student shall be suspended from school athletics and extracurricular activities for the remainder of the season and the following season.

C. THIRD OFFENSE

The student shall be permanently suspended from school athletics and extracurricular activities.

No student shall be eligible to resume participation in school athletics and extracurricular activities unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs, beyond those already detailed herein, as a condition of reinstatement into a school athletic program.

VIII. STUDENT SEEKING HELP

Any student who is self-referred, or who is voluntarily referred by anyone else and who seeks help with a controlled substance use/abuse and/or dependency, and who is not under the immediate influence of a controlled substance is not subject to Policy 227's provisions as outlined for FIRST OFFENSE VIOLATIONS.

A. School personnel to whom a student reports and from who he

seeks help may consult with the student or may refer the student to a faculty member designated by the principal (e.g., counselor, Intervention Specialist, Multi Tiered System of Supports (MTSS), nurse, etc.).

- B.** If help is required, the faculty designate may advise and assist the student in seeking appropriate psychological, medical or other types of help.
- C.** If medical treatment appears necessary, the parent/guardian(s) shall be notified.
- D.** Follow-up by the Intervention Specialist or MTSS, case manager with the student and the referral agency shall be imperative.

IX. MULTI-TIER SYSTEM OF SUPPORTS

A. REFERRAL PHASE

Referrals may come from a multitude of sources. Staff, students, parents/guardians, etc., may inform the Multi-Tier System of Supports Team of any suspicions, issues, behaviors or concerns that appear to be drug/alcohol/mental health related. Community concerns also will be noted and these will be investigated if they seem appropriate.

B. ASSESSMENT PHASE

Once a referral has been received and considered, appropriate members of the team will be assigned to start the tracking by collecting data from attendance, discipline, counselors and the nurse. These records will be reviewed by the whole team and a decision will be made to get further information from the appropriate teachers or to make an alternate assignment immediately. All data collected from teachers on observable behavior, academic performance and physical appearance will be confidential. If the data strongly suggests D/A or M/H concerns, the team may have the Intervention Specialist complete a screening. Once fully satisfied that the student's profile reflects D/A or M/H concerns, an intervention will be planned.

C. INTERVENTION PHASE

During this phase, the Intervention Specialist will be actively involved in determining the appropriate modality of treatment and proper placement (inpatient or outpatient). This may require meetings with the student or student and parent where information has been gathered, is discussed, and options are explored.

X. SUSPECTED VISITORS

Visitors suspected of using, possessing, transmitting, manufacturing,

selling, transporting or distributing controlled substances or of encouraging or promoting such activity while on school property or during the course of school sponsored activities shall be reported to the school principal who shall report the visitors to local law enforcement officials. In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

XI. REASONABLE SUSPICION/TESTING

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 not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

XII. USE OF BREATHALYZER

All students, whether during the school day, prior to or during an extra-curricular, interscholastic, or other school related or school sponsored function, whether conducted on or away from school property, may be required to submit to a breathalyzer as a condition of participation in the extra-curricular, interscholastic, or other school related or school sponsored function.

It is not the intent of the policy to randomly test students. It is the intent to have the breathalyzer procedure used to serve as a deterrent to students attending District functions after consuming alcohol.

Refusal to submit to a breathalyzer procedure will be considered to be a positive test and the student will be disciplined in accordance with Board Policy.

XIII. DEFINITIONS

- A. Multi-Tier System of Supports (MTTS)** - A multidisciplinary team that includes teachers, administrators, nurse and counselors. This team is trained to understand and work with adolescent chemical use, abuse and dependency. The team's primary role is to identify, refer and intervene when student chemical substance use, abuse, possession and/or distribution is suspected.
- B. Controlled Substance** - Controlled substances include, but are not limited to: alcohol, drugs, narcotics and/or other health endangering compounds such as an anabolic steroids and other performance enhancing substances, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue solvent-containing substances, "look-alike" drugs, any prescription

or patent drug, any other mood-altering substance, and all regulated and controlled substances prohibited by federal and state law.

- C. Cooperative Behavior** - Is the student's willingness to reasonably and helpfully work with staff and school personnel and to comply with Multi-Tier System of Supports requests and recommendations.
- D. Distribution** - To attempt to or to succeed in delivering, selling, passing, sharing or giving to another person, or to assist in distributing any controlled substance as defined by Policy 227.
- E. Drug Paraphernalia** - Includes all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance. Paraphernalia includes, but is not limited to:
 - 1. Isomerization devices used, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance.
 - 2. Testing equipment used, intended for use or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substances.
 - 3. Scales and balances used, intended for use or designed for use in weighing or measuring controlled substances.
 - 4. Diluents and adulterants, such as quinine hydrochloride, mannite, dextrose and lactose, used, intended for use or designed for use in cutting controlled substances.
 - 5. Separation gins and sifters used, intended for use or designed for use in removing twigs and seeds from or in otherwise cleaning or refining marijuana.
 - 6. Blenders, bowls, containers, spoons and mixing devices used, intended for use or designed for use in compounding controlled substances.
 - 7. Capsules, balloons, envelopes and other containers used, intended for use or designed for use in packaging small quantities of controlled substances.
 - 8. Containers and other objects used, intended for use or designed for use in storing or concealing controlled substances.
 - 9. Hypodermic syringes, needles and other objects used,

intended for use or designed for use in injecting controlled substances into the human body.

10. Objects used, intended for use or designed for use in ingesting, inhaling or otherwise introducing alcohol, marijuana, cocaine, hashish, hashish oil or any other controlled substances into the human body, including, but not limited to:
 - (a) Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls
 - (b) Water pipes
 - (c) Carburetion tubes and devices
 - (d) Smoking and carburetion masks
 - (e) Roach clips; meaning objects used to hold burning material such as marijuana cigarette, that has become too small or too short to be held in the hand
 - (f) Miniature cocaine spoons and cocaine vials
 - (g) Chamber pipes
 - (h) Carburetor pipes
 - (i) Electric pipes
 - (j) Air-driven pipes
 - (k) Chillums
 - (l) Bongs
 - (m) Ice pipes or chillers
 - (n) Vaporizers
 - (o) E-cigarettes when used as a delivery device for controlled substances

In determining whether an object is drug paraphernalia, school authorities shall consider, in addition to all other logically relevant factors: statements by an owner or by anyone in control of the object concerning its use; the proximity of the object, in time and space, to a direct violation of this policy; the proximity of the object to controlled substances; the existence of any residue or controlled substances on the object; direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object; to deliver it to persons whom he knows, or should reasonably know; intend to use the object to facilitate a violation of this policy; the innocence of an owner or of anyone in control of the object, as to a direct violation of this policy should not prevent a finding that the object is intended for use or designed for use as drug paraphernalia; instructions, oral or written, provided with the object concerning its use; descriptive materials accompanying the object which explain or depict its use; national and local

advertising concerning its use; the manner in which the object is displayed for sale; whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products; direct or circumstantial evidence of the ratio of sales of the objects to the total sales of the business enterprise; the existence and scope of legitimate uses for the object in the community; and expert testimony concerning its use.

- F. Immediate Precursor** - A substance which is designated as being a principal compound commonly used or produced primarily for use, and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled substance.
- G. Look-alike Drugs** - Substances that are designed or intended to resemble (in appearance or odor) controlled substance prohibited by this policy, or used in a manner likely to induce others to believe the material is a controlled substance.
- H. Manufacture** - The production, preparation, propagation, compounding, conversion or processing of a controlled substance, other drug or device or the packaging or repackaging of such substance or articles, but does not include the activities of a practitioner who, as an incident to his administration or dispensing such substance or article in the course of his professional practice, prepares, compounds, packages or labels such substance or article. The term "manufacturer" means a person who manufactures a controlled substance, other drug or device.
- I. Marijuana** - Consists of all forms, species and/or varieties of the genus *cannabis sativa* L., whether growing or not; the seeds therefore, the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin.
- J. Narcotic** - Any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (i) opium, (ii) any opiate having an addiction-forming or addiction-sustaining capacity similar to morphine, but not including the isoquinoline alkaloids or opium, (iii) any compound, manufacture, salt, derivative or preparation of opium or any opiate, and (iv) any substance, compound, manufacture, salt, derivative or preparation thereof, which is chemically identical with any of the substances referred to in (i), (ii) or (iii).
- K. Possession, Active** - To possess or hold without attempt to

distribute, any controlled substance.

- L. Possession, Constructive** - A person's ability and intent to exercise control over, individually or with other persons, any controlled substance. Ability and intent to control a prohibited substance may be inferred from all the circumstances.
- M. Prescription Medication** - Consists of medication prescribed by a licensed physician and requiring administration during school hours in accordance with the procedures set forth in the District Medication Policy 210 and 210.1.
- N. Reasonable Suspicion** - Generally is defined as a conclusion arrived at by a reasonable, prudent and conscientious mind, from facts at hand; it is not caused by such improper motives as a dislike for the student or malice, but only from the facts which are known. If they logically, rationally and in the exercise of good common sense, lead a reasonable, prudent and discreet person to conclude that a student has illegal material on school property or on his person, this is a reasonable suspicion, but there must be a fair and conscientious consideration of only the facts that are known.
- O. Uncooperative Behavior** - Is the student's resistance or refusal, either oral, physical or passive, to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit and flight are examples of uncooperative student behavior. Uncooperative behavior includes refusal to comply with Multi-Tier System of Supports requests and recommendations.
- P. Under the influence** - Includes any consumption or ingestion of controlled substances by a student.

SEARCH PROCEDURES BY STAFF (POLICY 226)

To maintain order and discipline in schools and to protect the safety and welfare of students and school personnel, the Board reserves the right to authorize school officials to search students, lockers, automobiles, and/or school property in certain circumstances and may seize any illegal or unauthorized materials discovered during the search.

1. It is prohibited for any student while at school, to possess on his/her person, in his/her locker or his/her automobile or to use in any manner, or to sell any substance, item, or device, the use, possession, or sale of which is a violation of federal, state or local law or District policy or constitutes a threat to the health, safety, welfare or good order of the occupants of the school building, the school building itself, or the District ("illegal materials").

2. Parents/guardians and students shall be notified at least annually or more often, if deemed appropriate, of the contents of the search policy.
3. All school personnel shall cooperate in every manner possible in carrying out Policy 226.
4. Reasonable suspicion is generally defined as a conclusion arrived at by a reasonable, prudent and conscientious mind, from facts at hand; it is not caused by such improper motives as a dislike for a student or malice, but only from the facts which are known. If they logically, rationally and in the exercise of good common sense, lead to a reasonable, prudent, and discreet person to conclude that a student has illegal material on school property or on his/her person, this is a reasonable suspicion, but there must be a fair and conscientious consideration of only the facts that are known.

I. GENERAL SEARCH PROCEDURES

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

- A. The matter or incident should be referred immediately to the building principal with an explanation of what facts led to the conclusions that the student possesses, uses or sells illegal material.
- B. The principal or his/her designee shall then discuss with the student privately the facts as related to the principal and ask the student to consent to a search of his/her person, locker, and/or automobile.
- C. Students who do not cooperate with the principal or his/her designee, who has reasonable suspicion to search, shall immediately be subject to disciplinary action.
- D. Any search conducted shall be reasonably related in scope to the circumstances which justified the search at its inception.
- E. When a search is made of a student's person, locker, and/or automobile, at least one other teacher or school official should be present in addition to the principal or his/her designee. Except in emergency situations, reasonable steps should be taken to ensure the student is given an opportunity to be present during the search.
- F. If illegal material is found, it should be confiscated, marked in some identifying manner in the presence of the student, if possible, and that of at least one other teacher and/or administrator and then held in a secure place.

- G. The principal or his/her designee shall be responsible for the safe keeping and proper disposal of any illegal material found.
- H. The principal or his/her designee shall be responsible for the prompt recording, in writing, of each search; such record shall include the reasons for the search, persons present, objects found and the disposition of illegal materials found.
- I. Confiscated illegal materials may be used against the student in school disciplinary proceedings.
- J. If illegal material is found, the appropriate law enforcement agency shall be contacted.
- K. Illegal material shall be turned over to the appropriate law enforcement agency for further investigation and proceedings.

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

II. PERSONAL SEARCHES

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

Consistent with Policy 226, the Board authorizes district personnel to conduct a personal search at any time for the purpose of determining whether the student is in possession of illegal materials.

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

III. LOCKER SEARCHES

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

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

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

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

Whenever the search of a student's locker is prompted by the

reasonable suspicion that the contents of student's locker create an emergency, the principal or his/her designee may open the locker as soon as is necessary to properly discharge his/her duty to protect the persons and property within the school building.

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

IV. AUTOMOBILE SEARCH

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

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

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

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

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

V. USE OF DRUG DETECTING DOGS FOR SEARCHES

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

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

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

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

not be subjected to a search by dogs.

CORPORAL PUNISHMENT

It is not consistent with the philosophy of the West Chester Area School District to inflict corporal punishment. The Board prohibits the use of corporal punishment. Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy.

Reasonable force may be used by teachers and school authorities (1) to quell a disturbance; (2) to obtain possession of weapons or other dangerous objects; (3) for the purpose of self-defense; or (4) for the protection of persons or property.

TERRORISTIC THREATS (POLICY 218.2)

The Board is extremely concerned about the problems connected with communicated terroristic threats, or warnings, of bombs being placed in any of the buildings of the school district or other threats of violence. This concern arises from the potential danger to the life and safety of pupils and school personnel, and disruption to classes which results from threats.

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member, or property owned, leased, or being used by the district.

WEAPONS (BOARD POLICY 218.1)

Weapons and replicas of weapons are forbidden on school property. Weapons shall be defined as any animate or inanimate device, instrument, materials or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Weapons shall include, but not be limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, pepper spray, and any tool, instrument or implement capable of inflicting serious bodily injury, including: metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs or other items fashioned to use, sell, harm, threaten or harass students, staff members, parents/guardians, patrons or any other person.

The District or area technical college high school shall expel for a period of not less than one year, any student who is determined to have brought a weapon onto school property, any school sponsored activity or any public

conveyance providing transportation to a school or school sponsored activity, or while the student is coming to or from school.

Students and parents/guardians shall refer to Policies 218, 2018.1 and 233 for additional information regarding weapons violations.

STUDENT TRANSPORTATION (POLICY 810, 810.3, 810.3AG1)

The West Chester Area School District has the authority to make reasonable and necessary rules governing the conduct of students in school. All students are considered under the jurisdiction of the bus conduct regulations if being transported via a District sponsored vehicle. The school board is responsible for the adoption of policies and establishment of criteria and procedures governing discipline related to transportation for both public and nonpublic school students.

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers.

District school students who fail to comply with the rules may be suspended and/or removed indefinitely from his/her bus if the violation warrants. More serious incidents may involve suspension from school and possible police action.

In accordance with the identical transportation rules and consequences which apply to District school students, the District may refuse to provide transportation or to provide reimbursement for any such transportation or to in any other way comply with the law for a nonpublic school student who violates the District's discipline regulations.

Bus conduct for special education students shall be in compliance with special education regulations.

Parents/guardians are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

I. BUS STOP - RULES OF CONDUCT

A. LEVEL I

Students shall...

1. Arrive at the bus stop at least five (5) minutes before the scheduled bus arrival.
2. Wait in a safe place, clear of traffic and away from where the bus stops.

3. Wait in an orderly line and avoid horseplay.
4. Cross the road or street in front of the bus only after the bus has come to a complete stop and the student has look in both directions to make sure all traffic has stopped.
5. Cross the road or street in front of the bus after exiting the bus, stopping in front of the bus and checking that traffic has stopped in all directions.
6. Not commit minor infractions of unacceptable behavior.
7. Not disrespect their peers.
8. Not possess or utilize personal technology/electronic devices in violation of Policy 237.

B. LEVEL II

Students shall...

1. Not run after a moving bus or through traffic.
2. Not play on or litter on private property.
3. Not commit other more serious infractions of unacceptable behavior (see Policy 218).
4. Not commit acts of insubordination.
5. Not fight with others.
6. Not use foul or abusive language.
7. Not verbally assault or intimidate others.
8. Not bully or harass (isolated incidents) Policy 103, 249
9. Not possess or utilize personal technology/electronic devices in violation of Policy 237.

C. LEVEL III

Students shall...

1. Not damage private property at a bus stop.
2. Not push others toward a moving vehicle.
3. Not commit any act punishable under the Pennsylvania Crimes Code or other most serious infractions of unacceptable behavior. (See Policy 218).
4. Not physically assault others.
5. Not possess weapons.
6. Not commit false alarms of 911 calls
7. Not commit arson, bomb threats, or other terrorist related activities.
8. Not use controlled substances
9. Not extort, harass, bully or engage in intentional contact with others.
10. Not commit acts of theft.

II. ON THE BUS - RULES OF CONDUCT

A. LEVEL I

Students shall...

1. Follow directions of the driver the first time given.
2. Not distract the driver's attention by engaging in loud talking or disorderly behavior while the bus is in motion.
3. Go directly to an available seat or assigned seat when entering the bus.
4. Not save seats for a friend which unduly limits bus seating capacity.
5. Remain seated and keep aisles and exits clear.
6. Be permitted to carry only objects that can be held on their laps.
7. Not eat, drink or chew gum on the bus.
8. Wear seat belts if they are installed on vehicle.
9. Not litter on the bus.
10. Not commit minor infractions of unacceptable behavior (see Policy 218).
11. Not disrespect their peers.
12. Not possess or utilize personal technology/electronic devices in violation of Policy 237.

B. LEVEL II

Students shall...

1. Not tamper with the bus or any of its equipment
2. Not throw or pass objects on, from or into buses.
3. Not use tobacco or vaping products, matches or any open flame on the bus.
4. Not carry hazardous materials, nuisance items and animals on the bus.
5. Not leave or board the bus at locations other than the assigned stops at home or school.
6. Not extend any part of their body or objects out of the bus windows.
7. Not commit other more serious infractions of unacceptable behavior (Policy 218).
8. Not commit acts of insubordination.
9. Not fight with others.
10. Not use foul or abusive language.
11. Not verbally assault or intimidate others.
12. Not bully or harass others.(Policy 103, 249)
13. Not possess or utilize personal technology/electronic devices

in violation of Policy 237.

C. LEVEL III:

Students shall...

1. Not hitch rides via the rear bumper or other parts of the bus.
2. Not vandalize a bus or bus equipment.
3. Not commit any act punishable under the Pennsylvania Crimes Code or other most serious infractions of unacceptable behavior. (See Policy 218).
4. Not physically assault others.
5. Not possess weapons.
6. Not commit false alarms of 911 calls.
7. Not commit arson, bomb threats, or other terrorist related activities.
8. Not use controlled substances
9. Not extort, harass, bully or engage in intentional contact with others.
10. Not commit acts of theft.

III. BUS CONDUCT DISCIPLINARY ACTION SCHEDULE

Student misbehavior will necessitate disciplinary action by the building principal or his/her designee. The discipline action shall be based on the level (Level I, II, III) of the infraction listed in the Rules of Bus Conduct and shall be consistent with the Bus Conduct Disciplinary Action Schedule. The Building's principal (or designee) shall use discipline actions listed in policies 218 & 218AG1, Student Discipline, 233, Suspension and Expulsion; and 233AG1, Suspension and Expulsion, as amended, in conjunction with the Bus Conduct Disciplinary Action Schedule as he/she deems appropriate.

A. LEVEL I - ELEMENTARY

1st Offense:

- Verbal warning and/or assigned seat

2nd Offense:

- Assigned seat
- Parent call

3rd Offense:

- Meeting with driver
- Parent call and/or meeting
- 1 day suspension from bus

4th Offense:

- Automatic Level II, 2nd offense

B. LEVEL I - SECONDARY (MIDDLE & HIGH SCHOOL)

1st Offense:

- Verbal warning and/or assigned seat

2nd Offense:

- Assigned seat
- Parent call

3rd Offense:

- Meeting with driver
- Parent call and/or meeting
- 1-3 day suspension from bus

4th Offense:

- Automatic Level II, 2nd offense

C. LEVEL II - ELEMENTARY

1st Offense:

- Assigned seat
- Parent call

2nd Offense:

- Contact driver
- Parent call and/or meeting
- Possible 2-3 day suspension from bus

3rd Offense:

- Automatic Level III

D. LEVEL II - SECONDARY (MIDDLE & HIGH SCHOOL)

1st Offense:

- Contact driver
- Parent call and/or meeting
- Possible 1-3 day suspension from bus

2nd Offense:

- Contact driver
- Parent call and/or meeting
- 3-5 day suspension from bus

3rd Offense:

- Automatic Level III

E. LEVEL III - ELEMENTARY*

1st Offense:

- Meeting with driver and parent

- Possible 5 day suspension from bus

F. LEVEL III - SECONDARY* (MIDDLE & HIGH SCHOOL)

1st Offense:

- Meeting with driver and parent
- Possible 10 day suspension from bus

***NOTE:** If the administrator considers the committing of an offense in this category (Level III) a serious threat to the health, safety or welfare of others, s/he may extend the suspension from the bus beyond the normal suspension period as long as the suspension does not exceed the remainder of the school year.

TRANSPORTATION VIDEO/AUDIO RECORDING (POLICY 810.2)

The use of video and audio equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on District-owned, operated, or contracted school buses and school vehicles. The Board has authorized the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes, and prohibits the use of audio-recording on any school bus or vehicle that is not being used for a school related purpose. The Board recognizes that misconduct on board a bus jeopardizes the safety of all passengers and that the limited use of video/audio monitoring will help ensure safety by serving as a deterrent to misbehavior.

The District shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the District's use and disclosure of recordings.

I. USE OF RECORDED DOCUMENTATION

Reviews of video and/or audio recordings shall be limited to the building principal, Supervisor of Transportation, and the Superintendent or his/her designee. However, the video and/or audio recordings may be used in expulsion or other disciplinary hearings if the video and/or audio recording provides evidence in the case.

A request for review of a video and/or audio recording may be made by a student's parent/guardian if the student has been video and/or audio recorded and disciplinary action has been recommended. All

requests shall be in writing and addressed to the building principal. Parents/Guardians may only view the portion of the recording that documents the alleged misbehavior of their child on the school bus or vehicle. The building principal or his/her designee shall be present during the viewing to ensure that such viewing shall be in accordance with the Family Educational Rights and Privacy Act.

II. RECORD RETENTION

Video and/or audio recordings of misbehavior shall be preserved only until disposition in any disciplinary action is reached. Other video and/or audio recordings shall be routinely erased/eliminated when the video and/or audio tape equipment automatically resets.

GUIDELINES FOR SPECIAL EDUCATION STUDENTS (BOARD POLICY 113, 113.1)

Students with disabilities who violate the Code of Student Conduct/Disciplinary Action Schedule, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Behavior Support Plan

The district shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of his/her disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred.

The ability of school districts to exclude students with disabilities for disciplinary violations depends upon three factors: (1) whether the exclusion constitutes a "change of placement;" (2) whether the conduct was a "manifestation of the disability;" and (3) whether the conduct is the result of an "inappropriate placement."

Each case represents unique circumstances that must be analyzed individually to ensure that proper procedures are followed. Refer to Policy 113.1 for specific guidelines.

BEHAVIOR MANAGEMENT FOR SPECIAL EDUCATION STUDENTS (POLICY 113, 113.2)

Parents/guardians and students shall refer to Board Policies 113, 113.2 as may be amended, for the District's policy on behavioral management for special education students.

STUDENT RECORDS (POLICY 216)

NOTICE OF IMPORTANT RIGHTS CONCERNING THE MAINTENANCE, ACCESS TO, AND AMENDMENT AND DISCLOSURE OF EDUCATION RECORDS BY THE WEST CHESTER AREA SCHOOL DISTRICT

Designation of certain records containing personally identifiable information as “directory information.” In the Definition section, under Directory Information, of this policy, the District designates certain kinds of information as “directory information.” The District will provide this information to any interested person, including armed forces recruiters who request it, without seeking consent from the parents/guardians of the student or the student. If you do not want the District to disclose such information, you must so notify the District in writing on or before the first day of the school term. Your written notice must identify the specific types of directory information that you do not want the District to disclose without consent. If you fail to notify us in writing by the first day of the school term, we may release directory information upon request and without consent.

Disclosure of records containing personally identifiable information to other schools and institutions. The Access and Disclosure Section of this policy allows the District to disclose personally identifiable information concerning a student to an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records.

Access to records by school officials with a “legitimate educational interest.” The Access and Disclosure Section of this policy allows school

officials with a legitimate educational interest to have access to personally identifiable information without parent or student consent. In the Definition Section, under “School Official”, of this policy, the District designates those person who have a “legitimate educational interest” that would allow such access to education records.

Amendment of education records. Under the Amendment of Records and Due Process Section of this policy describes how a parent or a student who has attained the age of 18 can request that records be amended. This Section also describes in detail the right of the parent or eligible student to request a hearing to challenge a decision by the District not to amend records that the parent or student believes are inaccurate, misleading, or in violation of the student’s right to privacy.

Complaints to the United States Department of Education. Complaints concerning alleged failure of the District to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) may be addressed to the United States Department of Education as follows: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.

RESIDENTS OF THE WEST CHESTER AREA SCHOOL DISTRICT WITH CHILDREN IN PUBLIC SCHOOL OR WHO ATTENDED PUBLIC SCHOOL IN THE DISTRICT IN THE PAST SHOULD READ THE FOLLOWING POLICY CAREFULLY FOR A FULL EXPLANATION OF THEIR PRIVACY RIGHTS AS A PARENT/GUARDIAN OR STUDENT

I. COLLECTION, MAINTENANCE AND DESTRUCTION OF EDUCATION RECORDS

The collection, maintenance, destruction, access, disclosure, public notice and due process regarding student records shall adhere to the Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Protection of Pupil Rights Amendment, Pennsylvania Public School Code, Regulations of Pennsylvania State Board of Education and Basic Education Pa. Code Part 22 and other applicable law.

COLLECTION

1. The District shall collect and maintain education records in accordance with the Record Management policy, rules, procedures and schedules promulgated thereunder, and federal and state laws and regulations.
2. By adoption of this policy, the District’s Board of School Directors gives consent for the collection of educational records provided that when a survey, analysis or

evaluation is used, it is consistent with Board policy.

MAINTENANCE - TRANSFER, CONVERSION AND DESTRUCTION

1. Education records shall be transferred, converted, and destroyed in accordance with the Records Management policy, rules, procedures and schedules promulgated thereunder and federal and state laws and regulations.
2. When the district determines that any portion of the education record of a student with disabilities is scheduled for destruction, it shall notify, in writing, the parents/guardians or eligible student of this determination. The written notice shall be in the native language of the parents/guardians or the eligible student, shall be mailed to the last known address of the parents/guardians or the eligible student shall:
 - (a) The identity the specific records or categories of records scheduled for destruction.
 - (b) Explain that the district shall destroy the identified records at a certain date.
 - (c) Contain the name and number of a contact person whom the parents/guardians or eligible student can contact to obtain additional information about or seek clarification concerning the records.
3. The district shall not destroy any record that is the subject of a request for access from a parent/guardian or eligible student, a litigation hold, or a Right to Know Law request.

II. AMENDMENT OF RECORDS

1. A parent or eligible student may request in writing that the District amend any portion of an education record that he or she believes is inaccurate, misleading, or in violation of the student's right to privacy. If a parent or eligible student makes an oral request, the parent or eligible student shall be directed to make the request in writing.
2. Within thirty (30) school days of the receipt of the written request to amend the education record, the administrator who is primarily responsible for maintenance of the challenged record shall notify the parent or eligible student in writing whether the district will amend the record. If the district determines that it will grant the request to amend, the record, the notice to the parent or eligible student shall either describe or provide a copy of the amended record. If the district determines that it will not amend the record, the notice shall inform the parent or eligible student and explain the right to request a hearing in writing.

3. Within ten (10) school days of receipt of a request for a hearing, the district shall notify the parents/guardians or eligible student of the date, time, and location of the hearing. The notice shall be sent by verifiable means.
4. The hearing shall be held before the Superintendent or his or her designee or, if the Superintendent or the designee has a direct interest in the outcome of the hearing, before the principal of the building to which the student is currently assigned or his or her designee.
5. 5. The hearing shall be informal, unrecorded, and not subject to formal rules of evidence or procedure other than those required to maintain order. The parent or eligible student shall have a full and fair opportunity to present evidence in support of his or her position and may be represented at his or her expense by an adviser, including an attorney.
6. Within thirty (30) days of the completion of the hearing, the district shall issue to the parent or eligible student a written decision concerning the amendment of the record. The written decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. In the event the district does not grant the parent or eligible student's request, the parent or eligible student may choose to submit a statement to be placed in the education record of the student commenting on the contested information in the record or explaining why he or she disagrees with the decision not to amend, the district shall—
 - (a) Maintain the statement as part of the record for as long as the district maintains the contested record or information; and
 - (b) Disclose the statement whenever it discloses that portion of the record to which the statement pertains.

III. ACCESS AND DISCLOSURE

ACCESS

1. The district shall allow the parents/guardians or eligible student to inspect and review the education record of the student within forty-five (45) calendar days of receipt of an oral or written request for access..
2. The district shall respond to all reasonable requests from the parents/guardians or eligible student for an explanation or interpretation of the education record.
3. If circumstances effectively preclude the parents/guardians or

eligible student from inspecting and reviewing the education record, or any portion thereof, the district shall provide the parents/guardians or the eligible student with a copy of the record subject to the request. When copies are not required to ensure that the parents/guardians or the eligible student has the opportunity to inspect and review the education record, the district may charge a fee in accordance with Policy 801, Public's Right-to-Know, to copy requested portions of the education record.

4. When the district receives a request to inspect and review the education record of a student with disabilities in anticipation of a meeting of the IEP or multi-disciplinary team or a due process hearing, the District shall respond to such request within a reasonable time prior to the meeting or hearing.
5. When parents/guardians or an eligible student seek to inspect and review a record that contains personally identifiable information concerning another student, the district shall provide access only to that portion of the record that pertains to the requesting student.
6. School officials with a legitimate educational interest may at any time inspect and review, and obtain copies of, the education record.

DISCLOSURE

1. Any disclosure of personally identifiable information from an education record, other than set forth herein shall require the prior written consent of the parent or the eligible student. Any document providing such consent shall:
 - (a) Specify the records that may be disclosed.
 - (b) State the purpose of the disclosure.
 - (c) identify the person or agency to whom or to which disclosure will be made; and
 - (d) contain the signature of at least one parent or the eligible student.
2. Prior written consent from the parent or the eligible student is not required when the disclosure of personally identifiable information from education records is permitted by the Family Educational Rights and Privacy Act and its implementing regulation or other applicable law. Examples of such circumstances include, but are not limited to:
 - (a) A school official with a legitimate educational interest.
 - (b) An educational agency or institution at which the student seeks or intends to enroll, as long as:

1. The district makes a reasonable attempt to notify the parent or eligible student.
 2. The parent or eligible student is provided, upon request, a hearing as described in this policy.
 3. The parent or eligible student is afforded, upon request, a hearing as described in this policy.
- (c) Appropriate parties in connection with a health or safety emergency, subject to certain conditions, when such disclosure is necessary to protect the health or safety of the student or others;
- (d) State and federal educational and other agencies for purposes of investigation and auditing, when those agencies are bound by the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;
- (e) Persons seeking directory information when the district has provided parents/guardians and eligible students with proper notice of the district's policy to disclose directory information without consent and the parent or eligible student has not notified the district, in writing, on or before the first day of the school term that they object to the disclosure or some or all of the information designated as directory information.
- (f) The parents/guardians of a student who is not an eligible student or to the student.
- (g) The parents/guardians of an eligible student who remains a "dependent student" as defined in the Internal Revenue Code.
- (h) Accrediting organizations to carry out their accrediting functions;
- (i) To comply with the terms of a judicial order or lawfully-issued subpoena, when the district has made reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, unless the terms of a judicial order bar such notification.
3. When required by law, third parties will be obligated to comply with resisclosure requirements.

IV. MISCELLANEOUS PROVISIONS

1. The policy of the District is to comply in full with the requirement of state and federal law governing the maintenance of records and other personally identifiable information and the privacy rights of students and their families. To the extent that any provision of this policy is construed as or found to be inconsistent with federal or state law, the district will treat that provision as null and void.
2. The district shall send or deliver all notices and requests for consent required under this policy to the address identified as the

residence of the child in the registration information maintained by the district. Unless it receives specific written information to the contrary, the district shall presume that all persons with authority to make educational decisions for the student have received or had the opportunity to review and respond to notices and requests sent or delivered to such address. The district will send notices and requests to separate addresses only when—

- (a) A person with joint authority to make educational decisions for the student, such as a divorced or separated natural parent or guardian, resides at that separate address

V. DEFINITIONS

The terms used in this policy shall have the following meanings:

- A. Directory Information** - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy, if disclosed. It includes, but is not limited to, the student's name, address, telephone number, email address, photograph, date and place of birth, major field of study; grade level, enrollment status; dates of attendance; participation in district-recognized extracurricular activities, weights and heights of members of interscholastic athletic teams, dates of attendance, degrees, honors and awards received, schools attended within the district.
- B. Disclosure** - Permit access to or release, transfer, or other communications of personally identifiable information contained in the education record of the student to any party by any means, including oral, written or electronic means.
- C. Education Record** -
 - 1. Those records that are directly related to the student and are maintained by the District or by a party acting for the District.
 - 2. The term does not include:
 - (a) Records kept in the sole possession of the maker thereof, used only as a personal memory aid, and the record and the contents of which are not accessible or revealed to any other individual except a substitute.
 - (b) Records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
 - (c) Other records specifically excluded from the definition of "education record" under the Family of Educational Rights and Privacy Act, and its implementing regulation.

- D. Eligible Student** - A student who has attained eighteen years of age.
- E. Emancipated Minor** - A student below the age of twenty-one who has chosen to establish a domicile apart from the continued control and support of parents and guardians. The term includes a minor living with a spouse.
- F. IEP** - Individual Education Program
- G. Parent** - The natural parent; a guardian; or an individual acting as a parent in the absence of a parent/guardian. The District shall give full rights to either parent unless the District has been provided with evidence that there is a state law, court order, or legally binding document governing such matters as divorce, separation or custody that specifically revokes these rights.
- H. Personally Identifiable Information** - Any one or more of the following:
1. The student's name;
 2. The name of any member of the student's family;
 3. The address of the student or any member of the student's family;
 4. A personal identifier such as a social security number or student number;
 5. An indirect identifier, such as the student's date of birth, place of birth or mother's maiden name.
 6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
 7. Information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.
- I. School Official with a Legitimate Educational Interest** -
- A person employed by the District as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing

his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Criteria for determining whether the official has a legitimate interest include, but are not limited to, whether particular information concerning the student is:

1. Presently or potentially relevant to the provision of education, education-related services, or extracurricular activities or experiences, or
2. Necessary to protect the health, safety, or welfare of school officials and/or other students with whom the student might have contact.

The phrase also applies to district officials and clerical staff who are responsible for the maintenance and security of education records or auditing the district's recordkeeping procedures and to attorneys, consultants, and Board members when Board action concerning the student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute.

- K. Students with Disabilities** - A school-aged student within the jurisdiction of the district who has been evaluated and found to have one or more disabilities as defined by law and who require, because of such disabilities, special education and related services.

FAMILY EDUCATIONAL RECORDS PRIVACY ACT (FERPA) FREQUENTLY ASKED QUESTIONS

The purpose of FERPA is to protect the privacy of student records. The law assures that educational records which are vital to the appropriate education of a child are accessible to the school professionals working with that child. Detailed information on this policy may be found in the Student Records portion of this manual.

FERPA states that the school district can release "directory information" without parental consent. Why would the district release my child's name, address, or other information and who would this information be released to?

The school district is not in the practice of releasing information easily or to anyone who asks. At times, however, the district may be asked for lists of student names, birthdates or other information by athletic leagues or companies publishing directories such as *Who's Who Among American High School Students*. District schools also publish student school directories and PTO/HSA directories or yearbooks. District staff members and/or local

media representatives may capture images of students involved in school activities. These images may be used in district publications, district web sites, or in local media publications where the students may be identified by name and school.

If I decide to notify my child's school that I "do not" want directory information on my child released, how will my child be impacted?

If you indicate in writing to your child's school principal that you "do not" grant permission for "directory information" to be released in any format, your child's name and/or image will NOT appear in the school's yearbook or any published school or classroom directory. By choosing this option, should your child be involved in athletics, theatrical or musical productions, or other school-related activities that receive media coverage, his/her name and picture may not be published.

If I want to change my child's permission status, what do I do?

If you decide to change your decision, you must notify your child's school principal in writing.

If I fail to inform the district of my preference, what direction will the district take?

According to FERPA, it is the parent's or guardian's responsibility to send written notification to the school of their wish to withhold directory information. In the event no written notice is received, the district will assume that permission has been given to release your child's "directory information."

SCHOOL VISITORS (POLICY 907)

All visitors to the school shall comply with Board Policy 907. All visitors shall be required to submit to a Raptor (or other such building level security program that may exist) scan to proceed beyond the school building office.

Other Board Policies

All students are responsible for compliance with all District policies, regardless of their inclusion in this Handbook. District policies are available on the District's publicly accessible website. www.wcasd.net and hard copies are available upon request.